

**TRANSCRIPT ORDER FORM** (See instructions on back)

**Send the completed order form to:**

1. Court Reporters Associates, 148 College Street, 2nd Floor, Burlington, VT 05401  
802-862-4593 (include the proper deposit)

2. Trial Court where the hearing took place  
(order form only, no deposit)

\*If filing an appeal, see instructions on back.

**Please check the applicable box:**

- Appeal to the Supreme Court
- Appeal to the Supreme Court - Bail Hearing Review
  - 1 Justice
  - 3 Justices
- All others

**Type of Request:**

- Written transcript requested
- Copy of tape/CD requested

**Transcript Schedule of Fees/Deposits**

**For Written Transcripts:**

| TYPE OF HEARING  | Deposit Required  |
|--|-------------------|
| Status Conf., Scheduling Conf., Arraignment                                    | \$50 per hearing  |
| Motion, Pre/Post Trial Hearing, Sentencing, Bail Review                        | \$125 per hearing |
| Appeals, Full/Partial Day of Trial, Jury Draw                                  | \$300 per day     |
| Actual cost of transcript is based on a page rate of \$2.65 (\$3.35 expedited) |                   |

**For Copies of Tapes and CD:**

| TYPE OF MEDIUM                                | Deposit Required |
|---|------------------|
| 4 Track Audio Tape (converted to stereo tape) | \$20 per 90 min  |
| VHS Tape (converted to DVD)                   | \$20 per 6 hours |
| Audio File on CD                              | \$20 per hearing |
| Video File on CD                              | \$20 per hearing |

|                                      |              |                      |                 |                |               |             |
|--------------------------------------|--------------|----------------------|-----------------|----------------|---------------|-------------|
| <b>Person Requesting Order</b>       | <b>Name:</b> | <b>Phone Number:</b> | <b>Email:</b>   | <b>Client:</b> |               |             |
| <b>Send Completed Transcripts To</b> | <b>Name:</b> | <b>Firm:</b>         | <b>Address:</b> | <b>City:</b>   | <b>State:</b> | <b>Zip:</b> |

|   |             |                         |                           |
|---|-------------|-------------------------|---------------------------|
| Name of Case:   | Trial Court | Trial Court Docket No.: | Supreme Court Docket No.: |
| Special Instructions /Transcript Needed By: Reason (required), if upcoming hearing, give date |             |                         |                           |

If ordering more hearings, continue on back. Attach additional sheets if necessary.

| Date Ordering | Date of Hearing | Type of Hearing | Length of Hearing | Name of Judge | Deposit Required |
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| <p><b>For Court Use Only:</b><br/>Name &amp; Phone No. of court personnel<br/>retrieving recording</p> |
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After completing this form, you are responsible for distributing copies to:

## Instructions for filling out Transcript Order Form

Obtain a docket sheet in the case from the trial court. Use this form to order transcripts, making as many copies as necessary. You must send directly to Court Reporters Associates a copy of this order **along with** the appropriate amount of deposit. **Be sure to send copies to: Trial Court, other parties and keep a copy for yourself.**

*FOR SUPREME COURT APPEALS (including Bail Hearings)*

You must order all transcripts necessary for appellate review **within 10 days** of the filing of the notice of appeal. (See V.R.A.P. 10 for further instructions on appellate procedures & 10.1 for video-recorded proceedings.) You must send your transcript order, along with the appropriate deposit, to Court Reporters Associates. **You must also send a copy of each order to the Trial Court; Vermont Supreme Court Clerk; Other Parties (make copies for each opposing party); and a copy for yourself.**

*Failure to properly order the transcript or pay the appropriate deposit may result in dismissal of your Supreme Court appeal.*

Use this space to continue from other side.

| Date Ordering | Date of Hearing | Type of Hearing | Length of Hearing | Name of Judge | Deposit Required |
|---------------|-----------------|-----------------|-------------------|---------------|------------------|
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