

Transcript Order Form Instructions

Prior to completing and submitting this form you should obtain the necessary information about your case by either:

- a. Obtaining a docket sheet in the case from the trial court your hearing was held in.
- b. Speaking directly with the trial court clerk to obtain the necessary information.

To submit the form by mail or hand delivery:

1. Complete the Transcript Order Form by either:
(multiple copies may be required, see below, 3 & 4)
 - a. Printing the blank form and filling it out by hand.
 - b. Typing directly into the fields then printing the completed form.
2. Send the completed form along with the **required deposit** to:
(see the next page for the proper deposit amount)

Court Reporters Associates
148 College Street, 2nd Floor
Burlington, VT 05401

3. Send a copy of the Request Form to other parties involved with the case
4. Keep a copy of the Request Form for your own records.

To submit the form electronically:

1. Complete the PDF form electronically by typing directly into the fields.
2. Submit the completed form by either:
 - a. Selecting “**Submit Form**” in the purple forms strip at the top of the form. This will send the form directly to CRA’s office via your email program. Some email programs do not support this feature.
 - b. Sending the completed form as an email attachment
 - i. Save the completed form - pdf file
 - ii. Attach pdf file to an email and send to transcripts@craofvt.com
3. Print the form (multiple copies may be required, see below, 5 & 6)
4. **Send the required deposit** to:
(see the next page for the proper deposit amount)

Court Reporters Associates
148 College Street, 2nd Floor
Burlington, VT 05401

5. Send a copy of the Request Form to other parties involved with the case.
6. Keep a copy of the Request Form for your own records.

When CRA receives your request (printed or electronically), CRA will begin processing the request by:

- a. Submitting the transcript request information electronically to the trial court clerk to obtain the required recording.
- b. Submitting the transcript request information electronically to the Vermont Supreme Court clerk (when the form indicates that the case is on appeal).
- c. Assigning the request to a CRA transcriber (after the necessary recordings are received from the trial court).
- d. Producing the requested transcript or copy of recording.

CRA will NOT start transcribing the hearing until the proper deposit is received. If the proper deposit is not received in a timely manner then the transcript request will be cancelled and the Vermont Supreme Court will be notified if the case is on appeal.

If after reading the instructions you have questions, contact Court Reporters Associates at 802-862-4593

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 instruction on appellate procedures & 10.1 for video-recorded proceedings.) Failure to properly order the transcript or pay the appropriate deposit may result in dismissal of your Supreme Court appeal.

TRANSCRIPT ORDER FORM

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: (see right side for deposit required)

- Written transcript - Printed Transcript - Full Size
- Written transcript - Printed Transcript - Condensed (4 sheets per page)
- Written transcript - E-Tran (Certified) sent via email
- Written transcript - PDF form sent via email

- 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/CD:

The requester **does not** get to choose the type of medium. The medium type is based strictly on the trial court in which the hearing was held.

TYPE OF MEDIUM	Cost
4 Track Audio Tape (converted to standard 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

Person Requesting Order	Name:	Phone Number:	Email:	Client:		
Send Completed Transcripts To	Name:	Firm:	Address:	City:	State:	Zip:

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

Transcripts being requested:

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

For CRA Use Only:

(Use the next page if requesting more than 4 hearings.)

