

JDF 4



Transcript Request Form

I would like to order transcripts of the court events listed below per [Chief Justice Directive](#) 05-03.

1. My Information

Name: _____

Law Firm/Agency: *(if any)* _____

If checked, this is a state agency under CJD 05-03(VI)(C)(1).

Full Mailing Address: _____

Phone: _____ Email: _____

If checked, I need accessible records *(compatible with screen readers and other assistive tech)*.

2. Case Information

Case Number: _____ County: _____

Case Title: *(caption; i.e People v Doe)* _____

Division/Courtroom: _____ Judicial Officer: _____

3. Type and Cost

A transcriptionist will contact you to arrange payment before a transcript is *started*.

Type <i>(check one)</i>	Cost	Time from Start / Notes
<input type="checkbox"/> Ordinary	\$3.60 /page	30 Days
<input type="checkbox"/> Expedited	\$4.35 /page	10 Days
<input type="checkbox"/> Audio Recording <i>(CD/MP4)</i>	\$35	For Small Claims Appeals only. *
Attach a Court Order to request the following types: <i>CJD 05-03(V)(B)</i> .		
<input type="checkbox"/> Overnight <i>(a.k.a. daily)</i>	\$5.85 /page	Next day, by court opening.
<input type="checkbox"/> Hourly	\$6.85 /page	2 hours of adjournment.

Additional fee for copies: \$1.35 - \$1.85/page. See CJD 05-03 Appendix A for a full list of prices.

Is this request for an appeal? No Yes.

* Note

On appeal, an audio recording can only work in place of a written transcript for **Small Claims** cases. C.R.S. § 13-6-410.

Check with the district for its policy on ordering audio recordings of public hearings for unofficial use. CJD 05-03(V)(D)(2).

