

# TRANSCRIPT REQUEST FORM

*Pursuant to Chief Justice Directive 2005-03*

This transcript request form must be completed by any person requesting a transcript from any court proceeding whether reported stenographically or by electronic recording means. Upon completion of this Transcript Request Form, please follow established policies and procedures for each judicial district which outline instructions for ordering transcripts, tapes or digital recording disks. This information is available on the Colorado Judicial website at [www.courts.state.co.us](http://www.courts.state.co.us)

## Transcript Rates

**Ordinary Rate (State Paid)**  
(within 30 days or per  
C.A.R. 11(a)&(d))

Original Price/page \$2.35  
Copy to Party Price/page \$.00  
Add'l Copy to Non-Party Price/page \$.50

**Expedited Rate**  
(within 10 days)

Original Price/page \$3.50  
Copy to Party Price/page \$.50  
Add'l Copy to Non-Party  
Price/page \$.50

**Ordinary Rate (Private Paid)**  
(within 30 days or per  
C.A.R. 11(a)&(d))

Original Price/page \$2.35  
Copy to Party Price/page \$.50  
Add'l Copy to Non-Party Price/page \$.50

**Hourly Rate**  
(within 2 hours  
of adjournment)

Original Price/page \$6.00  
Copy to Party price/page \$1.00  
Add'l Copy to Non-Party  
Price/page \$1.00

**Daily Rate**  
(following adjournment & prior  
to normal opening hour of  
court the following morning)

Original Price per page \$5.00  
Copy to party Price per page \$.75  
Add'l Copy to Non-Party Price/page \$.75

**Duplication Fees**  
(Only if allowed  
by district)

\$35.00/tape or CD

Transcripts will not be started and the time limits stated for delivery of transcripts will not commence until satisfactory payment arrangements are made for required fees. To avoid any disputes as to dates or payment, a dated receipt for payment shall be provided to requester.

ORDERING PARTY INFORMATION					
1. Full Name (Include Firm Name)		2. Phone Number		3. Email Address	
4. Mailing Address			5. City		6. State
7. Zip Code					
TRANSCRIPT INFORMATION					
8. Case No.		9. Case Caption (i.e. People v. John Doe)			10. County
11. Judicial Officer/Division		12. Order For <input type="checkbox"/> Appeal <input type="checkbox"/> Civil <input type="checkbox"/> Upcoming Hearing/Trial on _____ <input type="checkbox"/> Non-Appeal <input type="checkbox"/> Criminal <input type="checkbox"/> Other			
12. Transcript Requested (Specify portion(s) and date(s) of proceeding(s) requested)					
Portion(s)	Date(s)	Time(s)	Portion(s)	Date(s)	Time(s)
<input type="checkbox"/> Entire Proceedings			<input type="checkbox"/> Testimony (Specify Witness)		
<input type="checkbox"/> Jury Voir Dire					
<input type="checkbox"/> Opening Statements					
<input type="checkbox"/> Closing Arguments			<input type="checkbox"/> Pre/Post Trial Hearing (Spicy)		
<input type="checkbox"/> Jury Instructions					
<input type="checkbox"/> Judge's Ruling					
ORDERING INFORMATION					
13. Date of Request/Date Transcript Needed			14. Rate Category: <input type="checkbox"/> Ordinary (State Pd.) <input type="checkbox"/> Expedited <input type="checkbox"/> Hourly <input type="checkbox"/> Ordinary (Private Pd.) <input type="checkbox"/> Daily		
15. Orig. + Copies (Spicy #) _____ + _____ = _____			16. Certification (By signing below, I certify that I will pay all charges.) Signature: _____ Date: _____		
FOR COURT USE ONLY					
Date of Request		Transcript To Be Prepared By (Name of Court Rpt/ERO)		Date Court Rptr/ERO Contacted	
Notice of <b>Estimate</b> to Ordering Party Date _____ # of pages _____		Date of Deposit/Satisfactory Payment Arrangements		Deposit Paid \$ _____	Bal Pd/Refund \$ _____
Date Transcript Mailed/Delivered		I certify that the preparation of this transcript is in compliance with the fee & format prescribed by CJD 05-03. _____ Reporter/ERO Signature <span style="float: right;">Date</span>			