

Transcript Request Form

THE CIRCUIT COURT FOR CARROLL COUNTY
COURT REPORTERS' OFFICE
Courthouse Annex
55 N. Court Street, Room 106
Westminster, Maryland 21157

Telephone: 410/386-2329 Fax: 410/848-0984 e-mail: transcript-cd@carrollcountymd.gov

Please print/type and return this form to the Court Reporters Office by online submission, fax, mail, e-mail or hand delivery.

This order is not final and transcription of proceeding(s) will not be started until all requested deposits are received by the Court's vendor, CompuScribe. Once you have submitted this request form to the Court Reporters Office, CompuScribe will contact you with a complete cost estimate of services and delivery turnaround time options. Balances are due prior to receipt of any transcripts.

Date: _____

Case Number: _____ Case Name: _____

Date(s) of Proceedings: _____ Judge or Family Magistrate: _____

Please Check: Original Only _____ *Exceptions _____ *Appeal _____

Date Transcript Needed by: _____

Ordering Party: _____

Company/Firm Name: _____

Address: _____

Telephone No. _____ Mobile No.: _____ Fax No.: _____

E-mail Address: _____

***Note: All appeals and exceptions require an original and one copy for each party in the case. You must indicate on the form if this is for an appeal or exceptions to ensure that the original transcript is properly filed with the Clerk's Office. In the event that you purchased a transcript for a case that was originally not in appeal or exceptions status, and it later becomes an appeal or exceptions, you must fill out another request form indicating so.**