

## 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: transcriptcd@mdcourts.gov

Please print/type and return this form to the Court Reporters Office by online submission, fax, mail, email 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, Willow Transcription, LLC. Once you have submitted this request form to the Court Reporters Office, Willow Transcription, LLC 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.**