

TRANSCRIPT WAIVER PILOT PROGRAM

July 8, 2026

INSTRUCTIONS FOR MARYLAND CIRCUIT COURTS

1. Transcript Waiver Pilot Program

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- ✓ The Appellate Court of Maryland (ACM) is expanding the Transcript Waiver Pilot Program to include additional case types. Appellants who are appealing cases that involve eligible issues may apply to ACM for a waiver of transcript costs. Potential applicants will be those who are **self-represented** or who are represented by a **civil legal aid provider**.
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- ✓ **How will appellants find out about the program?** Circuit courts should notify appellants in **case that include the following issues** that they may be eligible to request a waiver of the transcript costs:

- Child custody, child access, or child visitation
- Child support (any including IV-D and non-IV-D cases)
- Domestic violence (protective order)
- Peace order

Consider providing a copy of the [Transcript Assistance Fund flyer](#) to potential applicants. You may also direct appellants to the [Transcript Assistance Fund](#) web page.

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- ✓ **Who is eligible?** Self-represented appellants who meet the income qualifications used by the Maryland Legal Services Corporation for the current fiscal year are eligible. ACM will make the final determination whether to grant the transcript fee waiver.

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- ✓ **Who will prepare transcripts?** The Judiciary has contracted with EScribers to prepare all transcripts for which a waiver has been granted.

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- ✓ **How are transcript costs paid?** Invoices for transcripts prepared under the Transcript Waiver Pilot Program will be paid by Access to Justice in the Administrative Office of the Courts.
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2. Transcript Waiver Approval

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- ✓ When the ACM approves an appellant's request to waive transcript costs, the ACM will issue an *Order Regarding Application for Court-Funded Transcript*. The order may specify which transcripts are to be covered by the waiver.
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3. Ordering the Transcript

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- ✓ Appellants are to contact the circuit court directly, following the court's normal procedure for requesting the preparation of the transcript. They should provide the court a copy of the Order approving the transcript waiver.
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- ✓ The court should order the transcript from the approved waiver provider, EScribers.
 - Email requests should be submitted to EScribers at: sales@courtreport.com. **Include a copy of the Order approving the waiver with the transcript request.**
 - The circuit court remains responsible for communicating with the vendor, and for transmitting the record.
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- ✓ EScribers will provide the appellant and Access to Justice a quote and will prepare the transcript as requested.
 - EScribers will communicate directly with the circuit court and the appellant if they have questions or information about the record or the timing of transcript delivery.
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- ✓ Appellants are responsible for requesting additional time from the ACM for the submission of the transcript, if necessary, in accordance with the Maryland Rules.
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4. Invoicing

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- ✓ EScribers will submit the invoice to Access to Justice for payment, accompanied by a copy of the order approving the transcript waiver.
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- ✓ Access to Justice will process and approve transcript invoices for payment in accordance with the terms of the Judiciary's contract.
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5. Questions and Contact Information

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- ✓ Questions about the Transcript Waiver Pilot Program or about how to order transcripts? Contact:

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