



Eighteenth Judicial Circuit

Seminole County

Criminal Justice Center ♦ Digital Court Reporters ♦ 101 Eslinger Way ♦ Sanford, FL 32773
 Phone: 407.665.6012 ♦ Fax: 407.665.4991 ♦ Email: SeminoleDCR@flcourts18.org

WRITTEN TRANSCRIPT REQUEST FORM

(Seminole County Use Only)

Presently, there are two ways to receive a copy of digitally recorded court proceedings; a typed transcript or an audio/video CD. This form is to be used to receive a quote for a written transcription of a digitally recorded court proceeding

Please complete all sections, as failure to provide any information may delay your request. Proceedings that are confidential in nature, such as Juvenile Dependency or Delinquency, may be obtained *only* with a signed court order. You will be contacted with a quote for this service and payment instructions, by a court reporter authorized to transcribe digitally recorded court events.

Requester:		Date:
Business/Firm/Lawyer Name:		Contact:
Mailing/Billing Address:		
Phone Number:	Fax Number:	Email Address:
Public Defender/State Attorney Authorization:		

Case Number:			
Case Style (e.g.: State v. Name, Interest of Name, Name v. Name):			
Date of Proceeding:	Time of Proceeding:	Type of Proceeding:	
Courtroom:	Presiding Judge/Magistrate:		
Please choose:	<input type="radio"/> Transcript of Full Proceeding (includes 1 copy) Number of additional copies: _____		Description of partial event :
	<input type="radio"/> Transcript of Partial Proceeding Number of additional copies: _____		
Transcription requested:	<input type="radio"/> Regular (30 days)	<input type="radio"/> Overnight (1 day)	<input type="radio"/> Expedited (3-5 days)