Written Transcript Information and Request Form

Transcripts of **non-confidential** recorded court proceedings can be obtained through the Circuit Court.

- The court accepts the request from the requestor.
- The court then prepares the audio and any FTR log sheets and forwards them to a transcriber for preparation. The court does not prepare on-site transcripts.
- The transcribers' cost is $ 2.50 per page for the original and $0.25 per page for each copy. Rush requests may accrue additional costs from the transcriber.
- Once the court receives your written transcript request, the Transcript Coordinator will prepare the audio and FTR log sheets and assign it to an independent transcriber.
- The Transcript Coordinator will prepare a letter to you, notifying you who it has been assigned to and his/her contact information.

To obtain a written transcript, please complete this form and depending on which county the case was heard in, submit it to:

- *Crook County Circuit Court, Attn: Transcript Coordinator, 300 NE Third Street, Prineville, OR 97754*

  or
- *Jefferson County Circuit Court, Attn: Transcript Coordinator, 75 SE C Street, Suite C, Madras, OR 97741*

If you have further questions, you may telephone the **Transcript Coordinator** at**:**

- *Crook County: 541.447.6541.100 or Jefferson County: 541.475.3317.310*

The court will attempt to prepare and route the request to the transcriber as soon as possible, but you may typically expect a five to eight day turnaround from the time the Transcript Coordinator receives your request to when it is forwarded to a transcriber to be prepared. Depending on the complexity or length of the hearing or trial, transcripts may take several days to several weeks to complete. You may request that your transcript be expedited, but the transcriber will charge you a higher amount per page.

This Section Is To Be Completed By The Person Requesting The Transcript:

Today's Date: _____

Person Making Request: _____

Phone Number: _____

Requestor's Address: _____

Case Name: _____

Case Number(s): _____

Date(s) of Court Hearing(s): _____

(the court will not process the request without the specific court dates)

Date Received by TC	Date Routed to Transcriber	Transcriber Name	NOTES