Written Transcript Information and Request Form

Transcripts of non-confidential recorded court proceedings can be obtained through the Deschutes County 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.

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.

Costs for the preparation of the transcript are determined by the transcriber and shall be paid directly to the transcriber, not the Court.

To obtain a written transcript, please complete this form and submit it to: **Deschutes County Circuit Court, Attn: Transcript Coordinator, 1100 NW Bond St., Bend, OR 97701.**

If you have further questions, you may telephone the **Transcript Coordinator at (541) 388-5300, ext. 2323.**

The court will attempt to prepare and route the request to the transcriber as soon as possible, but you may typically expect a three-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: _____

REQUESTORS ADDRESS: _____

_____

CASE NAME: _____

CASE NUMBER(s): _____

DATE(s) COURT PROCEEDING WAS HELD: _____

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

Date Received by Transcript Coordinator	Date Routed to Transcriber	Transcriber Name	NOTES