

TRANSCRIPT REQUESTED BY: (PLEASE PRINT LEGIBLY)

NAME: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL (REQUIRED): \_\_\_\_\_

*For civil cases a court case caption or pleading for transcription purposes and may be sent via email.*

**FOR CRIMINAL CASES: Requesting party is:**

**COURT APPOINTED:** \_\_\_\_\_

**PRIVATELY RETAINED:** \_\_\_\_\_

SPECIFIC COURT: \_\_\_\_\_

COUNTY: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

DATE(S) OF HEARING(S): \_\_\_\_\_

Type of Hearing: \_\_\_\_\_

JUDGE/REFEREE: \_\_\_\_\_

Is this for an appeal? DUE DATE REQUESTED: \_\_\_\_\_

Yes-If for appeal-, please discuss timeline and cost estimate with transcription company

No

**TYPE OF REQUEST -TURNAROUND TIME:**  
(Rates effective as of April 2, 2025)

Ordinary transcript - \$4.65/page (28 calendar days)\*\*  
(for original + one copy per statute)

Minimum charge, \$50 per transcript, 90 cents for copy\*\*

Rush transcript - \$5.50/page (10 business days \*)

Expedited transcript - \$6.50/page ( 7 business days\*)

Expedited transcript - \$7.50/page (5 business days\*)

Expedited transcript at \$9 per page (2-3 business days)

Overnight/24-hour turnaround/\$12 per page  
(Please consult with transcription service for expedited requests-available on case-by-case basis due to our workload)

**\*turnaround time commences from date of receipt of pre-payment.**

**TYPE OF PRODUCTION**

Transcript as **PDF** format **only**; printed copy not needed

Both: **PDF and printed** transcript (mailing will apply)

Full-sized, **printed** transcript only *Shipping/mailing charges average \$10.45 priority mail for printed copy*

Signature of ordering party \_\_\_\_\_ today's date (Required)

*By signing this transcript request, I certify that I have read the above information and will promptly pay any charges due upon completion of the transcript.*

\*\*indicates statutory rate as per (MCL 600.2543), as amended by 2004 PA 328.

**PRE-PAYMENT OF THE FULL ESTIMATED COST IS REQUIRED BEFORE COMMENCEMENT OF TRANSCRIPTION.**

Transcription company estimates cost based upon past experience. Any overage paid will be promptly refunded. The requesting party will be notified of any remaining balance due. Transcript will be provided upon receipt of remaining balance. Payment may be made via credit card, firm check, personal check, or money order. For credit card payment please contact the transcription company, a 3% credit card fee is added

**THIS SPACE FOR AGENCY USE ONLY:**

T/O# \_\_\_\_\_ INV. # \_\_\_\_\_

DUE \_\_\_\_\_ cert. reporter? \_\_\_\_\_

Date Request Received \_\_\_\_\_

CONTACTED: \_\_\_\_\_

Minutes \_\_\_\_\_ Page estimate: \_\_\_\_\_

Required Deposit: \_\_\_\_\_

Date Received: \_\_\_\_\_/balance: \_\_\_\_\_

Downloaded to: AJSN / KRS (circle one)

To Typist \_\_\_\_\_ On \_\_\_\_\_

Proofed/Final \_\_\_\_\_

Date Mailed/Emailed: \_\_\_\_\_

DATE Filed at court: \_\_\_\_\_

Printed: \_\_\_\_\_

revised: 4-2-2025