

State of Georgia
Griffin Judicial Circuit

Request for Transcript

To: _____

From: _____

Telephone () _____

Date: _____

Transcribe the following:

() All Testimony in case

() All Pre-Trial Motions

() Voir Dire

() Opening Statements

() Closing Arguments

() Jury Charge

() Other _____

NOTE TO CLERK

This form should not be filed until the following response by court reporter has been completed.

TO BE COMPLETED BY COURT REPORTER:

Received in office on: _____

Estimated length of transcript in pages: _____

Estimated date of delivery of completed transcript: _____

Funds required in advance of (beginning work/delivery of transcript) _____

I hereby acknowledge receipt of this order for transcript _____

Note: _____

A request for the transcript of the record in the following case is hereby requested:

Case No. _____

County where heard: _____ Date heard: _____

Reporter taking case: _____ Type Case: () Civil () Criminal

On criminal cases, indicate whether appointed or hired counsel: _____

It is agreed that by requesting this transcript, the attorney(s) so requesting thereby becomes personally bound and responsible to the court reporter for the payment of his or her fees and charges arising out of the service rendered, the same being valuable services rendered to the attorney(s) personally for which said attorney(s) shall pay upon demand. This agreement does not relieve the client(s) of any obligation that said client(s) may otherwise have to said court reporter in the matter.

In a criminal case in which a defendant is determined indigent, transcription services will be billed to the appropriate county.

Signature: _____

(Person ordering transcript)