

**DENVER COUNTY COURT
OFFICE OF THE COURT TRANSCRIBER**

HELPFUL INFORMATION ABOUT REQUESTING A TRANSCRIPT

The first step in requesting a transcript is completing the Order Information section, below. Your order will be forwarded to the transcriber office, where it will be matched with the corresponding court tapes and assigned to the next available transcriber. That part of the process takes 10 to 12 days.

The private transcriber assigned your case will immediately contact you. He or she will give you an estimate of charges. The per-page charges are set at \$2.35 per page. The transcriber will describe any other fee which might be assessed, such as a minimum fee for small transcripts or a tape-search fee. **Transcription is done on a pre-paid basis.** The transcriber will direct to as to what types of payment are acceptable and will provide the business address to which the deposit should be mailed. **Failure to forward the requested amount will be regarded as an automatic cancellation of the order.**

The average transcript production time is **four weeks** (from the time you file your order until the time you receive the finished product). If your order will be delayed for any reason (for example, if the tapes associated with the case require extensive searching) you will be notified. Every effort is made to produce transcripts as quickly as possible.

Note: Information about the transcript-ordering process can also be found at www.denvergov.org. Click on "About Denver"; then on "Administration of Justice"; then on "Office of the Court Transcriber."

ORDER INFORMATION

1. THE PROCEEDING WHICH I WISH TO HAVE TRANSCRIBED IS ENTITLED:

_____ versus _____
(PLAINTIFF) (DEFENDANT)

2. THE CASE NUMBER IS _____

3. THE DATE OF THE PROCEEDING WAS _____

4. THE PROCEEDING TOOK PLACE IN COURTROOM _____
DURING DAY COURT _____ NIGHT COURT _____

5. MY NAME IS _____

MY ADDRESS IS _____

MY PHONE NUMBER IS _____

ARE YOU ORDERING THE TRANSCRIPT WITH A SPECIFIC DATE IN MIND (FOR USE IN AN UPCOMING PROCEEDING, FOR EXAMPLE)? _____

RECEIPT OF ORDER

Order received by _____ (clerk's initials) on _____ (date)

NOTE: For mailing purposes only, orders may be directed to : Transcriber, c/o Room 108, City and County Building, Denver, CO 80202. The office telephone number is (720) 865-8325.