

**TRANSCRIPT ORDER — NON-APPEAL**

JD-ES-262 Rev. 10-10  
C.G.S. § 51-63

SUPERIOR COURT  
**STATE OF CONNECTICUT**  
COURT REPORTER'S OFFICE

**Instructions to person ordering a transcript**

1. Fill out this entire form except for the "For Office Use Only" section. If the form is not filled out completely it will be returned to you.

2. Mail, fax or hand-deliver it to the Court Reporter's Office in the Judicial District where the hearing was held.

**Note:** If you need a transcript for an appeal, you must use form JD-ES-38, which you can get from the Clerk's Office or Court Service Center.

Today's date	Name of case	Docket number (if known)
Name of Judge/Magistrate/Arbitrator		Name of court reporter/monitor (if known)
Specific date(s) matter was heard in court (Month/day/year)		
Specific portion(s) of proceedings requested (for example, a witness, the entire day, orders only, etc.)		
Name of ordering party		Telephone number
Address of ordering party		

Please indicate your preference below: Please note that these rates are set under General Statutes § 51-63(c). The Rate for State and Municipal Officials applies to any official of the state, or any of its agencies, boards or commissions or of any municipality of the state, acting in his or her official capacity.

**Rate for Private Parties**

- Expedited\*\*1 - available by 5 p.m. on the 5th business day at \$4.75 per page (except for transcript pages already produced, in which case the rate is \$3.50 per page)
- Overnight\*\*\*1 - available by 5 p.m. on the next business day at \$6.35 per page (except for transcript pages already produced, in which case the rate is \$4.60 per page)
- Regular or standard - processed in order of receipt at \$3 per page (except for transcript pages already produced at the \$3 per page rate, in which case the rate is \$1.75 per page)

**Rate for State and Municipal Officials**

- Expedited\*\*1 - available by 5 p.m. on the 5th business day at \$3.50 per page (except for transcript pages already produced, in which case the rate is \$1.25 per page)
  - Overnight\*\*\*1 - available by 5 p.m. on the next business day at \$4.45 per page (except for transcript pages already produced, in which case the rate is \$1.55 per page)
  - Regular or standard - processed in order of receipt at \$2 per page (except for transcript pages already produced at the \$2 per page rate, in which case the rate is \$0.75 per page)
- If you would like us to contact you with an estimate of the cost or an estimated delivery date, or both, please check here.

**By signing this form, I accept financial responsibility for the transcript I am ordering.**

Signature of ordering party: \_\_\_\_\_

\*An expedited transcript is a transcript that the ordering party has specified must be delivered after the close of the 1st business day after the business day it was ordered, but not later than the close of the 5th business day.

\*\*An overnight transcript is a transcript that the ordering party has specified must be delivered by the close of the next business day after the business day it was ordered.

<sup>1</sup>Because of other responsibilities, expedited or overnight delivery may not be possible in some cases.

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA/](http://www.jud.ct.gov/ADA/)

<b>For Office Use Only</b>	
To: _____	
Initials: _____	Date: _____