

Summit County Court of Common Pleas Transcript Request Form					FOR COURT USE ONLY RECEIVED: DUE DATE:	
Name			Phone Number			
			Email Address			
Mailing Address			City		State	Zip Code
Case Number			Case Name			
TRANSCRIPT REQUESTED						
Portion(s)	Date(s)	Portion(s)	Date(s)			
Arraignment		Voir Dire				
Pretrial Proceeding		Witness Testimony				
Plea		All Witnesses				
Motion Hearing		Specific Witnesses (list below)				
Protection Order Hearing						
Continuance						
Bench Trial		Sentencing				
Jury Trial		Other				
Certification: By signing below, I understand that I am responsible for all costs associated with this request.						
Signature				Date		
FOR COURT USE ONLY						
Category		Estimated Cost				
Ordinary	<input type="checkbox"/>		All daily/overnight and expedited requests needed within three (3) business days should be made by calling the Chief Court Reporter at 330.643.2379.			
Expedited	<input type="checkbox"/>					
Daily/Overnight	<input type="checkbox"/>		Please allow 48 hours to process your request.			
Transcript prepared by:						
	Date	By		Amount	Date	
Order Received			Deposit Paid			
Deposit Paid			Total Charges			
Transcript Ordered			Less Deposit			
Notified to Pick Up Transcript			Total Refunded			
Party Received Transcript			Total Due			

Email completed form to transcripts@cpccourt.summitoh.net
 If you have questions, please contact Chief Court Reporter Kelley Spears 330.643.2379.