

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@cpcourt.summitoh.net

If you have questions, please contact Chief Court Reporter Kelley Spears 330.643.2379.