DC SUPERIOR COURT – COURT REPORTING DIVISION

Moultrie Courthouse, 500 Indiana Avenue NW, Room 5400, Washington, D.C. 20001 Phone: 202-879-1009 | E-mail: TranscriptRecordsClerks@dccsystem.gov

PLEASE REVIEW THE PROCEDURES PRIOR TO REQUESTING A TRANSCRIPT:

The Court Reporting Division processes transcript requests from 8:30am until 4:00pm, Monday through Friday (excluding Federal holidays). All requests received after 4:00pm will be processed the next business day. Samebusiness-day processing is not guaranteed unless the request is made in-person in our office <u>before 3</u>:45pm.

To obtain a cost estimate for a transcript, please provide the <u>Case Number</u>, <u>Case Name</u>, <u>Date of Proceeding</u>, and <u>Judge's Name</u> to the Court Reporting Division via phone (above), e-mail (above), or in-person.

Transcripts are only prepared once the Court Reporting Division receives a request to produce them.

<u>Original</u> transcripts are transcripts that have not yet been requested and thus need to be produced. Because we do not know how many pages the transcript will be until it is completed, we must emphasize that the number we provide you is an estimate and not the final cost.

<u>Copy</u> transcripts are transcripts that have already been requested and thus have a final page count. A Transcript Records Clerk can let you know if a transcript is an Original or a Copy.

Our office does not accept debit/credit card payments or electronic payments; therefore, we are unable to accept your request for transcripts via phone, email, fax, or on our website.

ACCEPTABLE PAYMENT METHODS FOR TRANSCRIPTS PRODUCED BY A COURT REPORTER:

- <u>Exact</u> cash.
- Money order or check made payable to the name of the Court Reporter.

ACCEPTABLE PAYMENT METHODS FOR TRANSCRIPTS PRODUCED BY THE TAPE (TRANSCRIPTION) BRANCH:

• <u>Exact</u> cash.

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- Money order made payable to <u>Clerk of the Court, Transcripts</u>.
- Attorney/firm check made payable to <u>Clerk of the Court, Transcripts</u> with the attorney's name, DC Bar Number, and Case Number all included on the check.

YOU MAY SUBMIT YOUR REQUEST FORM AND PAYMENT EITHER:

- In person in Room 5400 during business hours.
- Via USPS, FedEx, or UPS, addressed exactly as such at the top of the request form.
 - Via our dropbox, which is accessible at any time outside of our business hours.
 - Located inside of the Indiana Avenue entrance of the Moultrie Courthouse next to the information desk.
 - Place all items in a sealed envelope labeled "Court Reporting" and drop it in the slot labeled <u>Domestic Violence and Court Reporting</u>. The Court Reporting Division is not responsible for any item intended for us but is dropped into another division's dropbox.

ADDITIONAL INFORMATION:

- A minimum of a 50% deposit is required when submitting a transcript request form for an Original transcript. Should you pay the total estimated cost, there is still the possibility of owing a balance. We will not release any transcript until it has been paid in full. If it is a copy order, we require the total cost.
- You will receive an automated e-mail once your transcript is complete to inform you if there is a remaining balance or if you will be issued a refund. Once any additional payment is received in full, the transcript will be released to you via email or available for you to pick up from Room 5400, depending on the method you select at the bottom of the request form.
- Daily Tape transcript requests must be received by our office with payment by 10:45am to receive it by 9:00am the next business day. Daily Tape requests received after 10:45am will be processed but not guaranteed until 9:00am after one full business day.
- <u>Prior approval from the Court Reporting Division is required prior to submitting an Hourly request</u>. Furthermore, Hourly requests must be processed in our office by 11:00am.
- Appeal transcripts will not be filed with the Court of Appeals until payment is made in full.
- To cancel a transcript request, you must submit written notice to the Court Reporting Division. You will be
 required to pay for any portion of a transcript that was completed prior to your written notice of
 cancellation.

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NOTE: Refund checks to be issued from <u>Clerk of the Court</u> for <u>Tape</u> transcript requests may take up to 8 weeks for you to receive via mail.								
CASE INFORMATION FOR REQUESTED TRANSCRIPT All fields are required.								
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NOTE: You must select <u>either</u> PDF <u>or</u> paper. Paper transcripts must be picked up from Room 5400. We do not mail transcripts. If you select the <u>condensed page</u> option of PDF or paper, please be advised that you still pay the total estimated page count.