

COURT OF COMMON PLEAS  
DIVISION OF DOMESTIC RELATIONS  
HAMILTON COUNTY, OHIO

Date: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff / Petitioner

Case No. \_\_\_\_\_

-vs/and-

File No. \_\_\_\_\_

\_\_\_\_\_  
Defendant / Petitioner

**REQUEST FOR TRANSCRIPTION**

I request that a transcript be prepared of the recorded hearing before Judge/Magistrate \_\_\_\_\_  
(insert name)  
heard on \_\_\_\_\_  
(insert court dates)

The transcript is needed for a/n \_\_\_\_\_ scheduled before Judge/Magistrate  
(insert type of hearing)  
\_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_ and is to be filed by \_\_\_\_\_ (3 days prior to hearing).  
(insert name) (insert court date) (insert date)

**PLEASE MAKE THE APPROPRIATE SELECTIONS:**

**TRANSCRIPT PAGE RATES AS FOLLOWS:**

- \_\_\_\_\_ Original
- \_\_\_\_\_ Additional paper copy
- \_\_\_\_\_ Electronic Copy
- \_\_\_\_\_ Audio CD (\$25.00 per CD)

- Regular Rate..... \$4.50 per page
- Expedited (by 8 a.m. the next calendar day) ....\$7.95 per page
- 1 to 5 business day (s).....\$5.95 per page
- 6 to 10 business days.....\$5.45 per page

Is a transcript to be filed by the court reporter?  
\_\_\_\_ Yes \_\_\_\_ No

\*The fee for a copy of a prepared transcript is \$0.10 per page for a paper copy or free for an electronic copy once the original copy is paid for.

Is transcript for a pending Court of Appeals case?  
\_\_\_\_ Yes \_\_\_\_ No

Case No. \_\_\_\_\_

**PAYMENT Info: You must contact Tina Wesley within three days at (513) 630-0211 for payment arrangements and for any other questions regarding the transcript request.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime Phone (MUST PROVIDE)

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Fax No. (MUST PROVIDE)

**Please return this completed form to the File Room 3-50.**

FOR INTERNAL USE ONLY: \_\_\_\_\_ Minutes @  \$4.50 Regular Rate or  \$ \_\_\_\_\_ Expedited  
Rate = **TOTAL ESTIMATE: \$** \_\_\_\_\_

Estimate provided by: \_\_\_\_\_ via phone on \_\_\_\_\_. Estimate accepted  
for further processing:  YES  NO on \_\_\_\_\_.  No response as of \_\_\_\_\_.