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 _____ (insert type of hearing) scheduled before Judge/Magistrate _____ (insert name) on _____ (insert court date), 20____ and is to be filed by _____ (insert date) (3 days prior to hearing).

PLEASE MAKE THE APPROPRIATE SELECTIONS:

_____ Original
_____ Additional paper copy
_____ Electronic Copy
_____ Audio CD ($25.00 per CD)

Is a transcript to be filed by the court reporter?
____Yes_____No

Is transcript for a pending Court of Appeals case?
____Yes ____No
Case No._____

TRANSCRIPT PAGE RATES AS FOLLOWS:

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

*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.

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 _____.