

HOW TO ORDER A TRANSCRIPT OR DIGITAL RECORDING/CD OF A COURT EVENT

If you are a Judge, Hearing Officer, Magistrate, Judicial Assistant, Staff Attorney, State Attorney, Public Defender, Court-Appointed Counsel or with the Office of Regional Counsel, and you need a rough-draft transcript or a digital recording/CD*, call or email Mary Sheets, 352/384-3080, sheetism@circuit8.org in the Court Reporting Department in the Alachua County Courthouse, Criminal Justice Center, in Gainesville.

If you are a State Attorney, Public Defender, Court-Appointed Counsel, or with the Office of Regional Counsel and you want a certified transcript, you need an order signed by the appropriate Court. Be sure that the Court Reporting Department gets a copy of the motion/order as soon as possible (see below for copy). You can fax a copy to 352/264-7087.

All other requests considered private pay, who are a party to a case, wanting a certified transcript or a digital recording/CD, you may obtain information on the process and an estimate of your costs by calling or emailing either Mary Sheets at 352/384-3080, sheetism@circuit8.org, in the Court Reporting Department in the Alachua County Courthouse, Criminal Justice Center, in Gainesville, or one of the below contacts:

Court Reporting contacts for the outer county courthouses:

Baker County: Tammy Crawford, 904/259-0277, crawfordt@circuit8.org

Bradford & Union Counties: Robin West, 904/966-6239, westr@circuit8.org

Levy County: Brandi White, 352/486-5458, whiteb@circuit8.org

Gilchrist County: Karen Wable, 352/463-3254, wablek@circuit8.org

Civil Courthouse-Gainesville: Vanessa Sagar, 352/337-6280, sagarv@circuit8.org

Costs for transcripts:

\$4.50 per page for 2-3 week delivery

\$6.75 per page for 1 week delivery (not always available)

\$9.00 per page for overnight delivery (not always available)

\$3.00 per page for rough draft/real-time uncertified, non-final copy

Costs for Digital recording/CDs:

Audio recordings of court events are \$25 each, and we provide the blank CD.

Payment methods:

We only accept checks or money orders, and they should be marked payable to "State of Florida".

Note: Cash and credit cards are not accepted

**Pursuant to Florida Supreme Court Administrative Order AOSC06-21, before any CDs are released to anyone, any confidential material found therein is redacted and labeled accordingly.*

Updated 11-18-08

IN THE CIRCUIT COURT OF THE
EIGHTH JUDICIAL CIRCUIT, IN AND FOR
ALACHUA COUNTY, FLORIDA

STATE OF FLORIDA,
vs.

CASE NO.: *[Insert case number]*
DIVISION: *[Insert division number]*

[Insert defendant's name],

Defendant.

ORDER AUTHORIZING TRANSCRIPTION OF COURT PROCEEDINGS

THIS CAUSE having come before the Court on the motion of *[insert name and/or title of person requesting the order]* to authorize a transcription of a proceeding in this action and the Court having considered the motion and argument of counsel, the Court finds that:

(Please check the appropriate box.)

- The case is set for *[insert type of court event]* on *[insert next court date]*; or
- A response by the State to the defendant's post-conviction relief is due on *[insert due date]*; or
- An appeal has been filed.
- Other: _____

Therefore, the request is reasonable and should be granted. It is therefore adjudged that the following proceedings shall be transcribed in the manner as ordered below:

PROCEEDINGS TO BE TRANSCRIBED

DATE OF EACH PROCEEDING

- 1. *[List each proceeding required.]* *[Specify the exact date.]*
- 2.

(Please check the appropriate box.)

- Transcription is for appeal purposes.** The original and two copies are to be filed with the Clerk of Court 30 days from service of this order on the court reporter, unless otherwise ordered.
- Transcription is not for appeal purposes.** The court reporter shall complete the transcript on or before *[specify date transcript is needed; a minimum of 15-30 days whenever possible.]* The court reporter shall file the original in the court file and provide a copy of the transcript to all parties.
- An expedited transcription is necessary.** Overtime is therefore authorized. The court reporter shall transcribe the proceeding on or before *[specify date transcript is needed; expedited is generally considered three to five days.]* The court reporter shall file the original in the court file and provide a copy of the transcript to all parties.
- Daily copy transcription is necessary.** Overtime is therefore authorized. The court reporter shall transcribe the proceeding on or before *[specify date transcript is needed; expedited is generally considered to be delivery before the end of the next business day.]* The court reporter shall file the original in the court file and provide a copy of the transcript to all parties.
- Other: _____

ORDERED on this ___ day of _____, 2006.

[Insert Judge's name]
Circuit Judge, 8th Judicial Circuit

cc: *[Insert name]*, Assistant State Attorney
[Insert name], Public Defender or Court-Appointed Counsel
Court Reporting Department, Alachua County Courthouse,
Criminal Justice Center, Gainesville, Florida.