

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, Guardian Ad Litem, or other employee of the judicial system, and you need a rough-draft transcript or a digital recording/CD*, call or email Mary Sheets, 352/384-3080, mes@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, Guardian Ad Litem, or other employee of the judicial system 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 order as soon as possible (see below for copy). You can fax a copy to 352/264-7087.

If you are a privately retained attorney or a private citizen who is a party to a case, and you need 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, mes@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, tec@circuit8.org

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

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

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

Civil Courthouse-Gainesville: Vanessa Sagar, 352/337-6280, vis@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 07-03-08

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

STATE OF FLORIDA,
vs.

CASE NO.:
DIVISION:

(Insert defendant's name),

Defendant.

ORDER AUTHORIZING TRANSCRIPTION OF COURT PROCEEDINGS

THIS CAUSE having come before the Court on the motion of (insert name 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. (Describe each proceeding required.)
- 2.

(Specify the exact date.)

(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 within (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.
- Other: _____.
- An expedited transcription is necessary. Overtime is therefore authorized. The court reporter shall transcribe the proceeding within _____ days from service of this order. The court reporter shall file the original in the court file and provide a copy of the transcript to all parties.

ORDERED on this ___ day of _____, 2007.

(Insert Judge's name)
Circuit Judge, 8th Judicial Circuit

cc: (Insert name), Assistant State Attorney
(Insert name), Public Defender