



Eighth Judicial Circuit of Florida Written Transcription Request Form

Instructions: Complete all information on the form below. Use the *Submit* button to attach this document to an email and send it to Karen Wable (wablek@circuit8.org) and Brandi White (whiteb@circuit8.org). A court reporter will contact you with the estimated cost of your request and delivery details.

Requesting Party Information

Name _____ Email Address _____ Phone Number _____

Address _____

City _____ State _____ Zip _____

Preferred Method of Communication: E-mail Telephone

Case Information

Select County for Request:

Alachua Baker Bradford Gilchrist Levy Union

Party Name(s) _____ Case Number _____

Presiding Judge, General Magistrate, or Hearing Officer _____ Date and Time of Proceedings _____

Select Relation to the Case:

Self Attorney of Record Family Member Other: _____

Output Format¹ and Desired Date of Delivery²

Audio CD (if available) Audio & Video CD (if available) Written Transcription

Desired Date of Delivery: _____

¹Audio and video recordings may not be available for all court proceedings.

²Costs of transcription will increase for requests that must be delivered in less than one week. See the below section for additional details.

Costs for Written Transcription

\$4.50 per page for 2-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 Audio & Video CDs

Audio recordings of court events are \$25.00
Audio & video recordings are \$35.00
\$22.50 per hour for review and redaction

Please note that 50% of the estimated cost will be required up front for Written Transcriptions; the remaining balance will be due upon completion. Additional information regarding costs can be found at <http://circuit8.org/transcripts>

FOR OFFICE USE ONLY:

Estimated Pages: _____ Page Rate: _____ Total Estimate: _____ Deposit Amount: _____

Receipt Number: _____ Date: _____

Transcribed by: _____ Date Completed: _____