

My Name _____
Address _____
City, State, Zip _____
Phone _____
E-mail _____

I am the Plaintiff/Petitioner Defendant/Respondent
 Attorney for the Plaintiff/Petitioner Defendant/Respondent
 State of Utah or a political subdivision
and my Utah Bar number is _____

In the District Juvenile Court of Utah

_____ Judicial District _____ County

Court Address _____

(Case Name)

Request to Schedule a Court Reporter (non-capital case)

Case Number _____

Judge _____

Commissioner _____

By and through my attorney, (Attorney, check here if you are appearing for your client.)

I request that the court permit me to hire a certified court reporter licensed in Utah to make a verbatim record of court hearings and other proceedings ordered by the court.

Date _____ Sign here ► _____

Typed or printed name _____

The court reporter having agreed to and signed the attached terms and conditions, the request is approved.

This request is not approved.

Date _____ Sign here ► _____

Judge _____

My Name _____
Address _____
City, State, Zip _____
Phone _____
E-mail _____

In the District Juvenile Court of Utah

_____ Judicial District _____ County

Court Address _____

(Case Name) _____

**Acceptance of Terms and
Conditions to Appoint Court
Reporter (non-capital case)**

Case Number _____

Judge _____

- (1) I am and throughout these proceedings will remain a certified court reporter, licensed in Utah by the Division of Occupational and Professional Licensing.
- (2) I will make a verbatim record of court hearings and other proceedings ordered by the court.
- (3) Upon request for an official transcript and satisfactory arrangements for payment, I will transcribe my notes in the format prescribed by CJA 5-203.
- (4) I will file in the court in which the hearings were held a printed transcript, certified in accordance with Rule of Appellate Procedure 12 and Utah Code Section 78A-2-409, and an electronic file of the transcript in Adobe Portable Document Format (PDF). The Utah state courts own the transcript and the electronic file.
- (5) If the hearing or proceeding is not a public hearing, I will not communicate to any person other than court personnel about the court hearing or proceeding.
- (6) I will comply with all applicable statutes and rules and will not engage in unprofessional conduct as defined in Section 58-74-502.

Date _____ Sign here ► _____

Court Reporter (Typed or printed name) _____

Certificate of Service

I certify that I served a copy of this Request to Schedule a Court Reporter and Acceptance of Terms and Conditions to Appoint Court Reporter on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
(Other Party or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Date _____

Sign here ► _____

Typed or printed name _____