

Form 4. Request for transcript.

Request for Transcript

Attorney=s or Party=s Name

Address

Phone Number

Attorney: Bar Number

Case Name: _____

Trial Court Case Number: _____

Appellate Court Case Number: _____

To: Court Executive, Managing Reporter
_____ District Court

Please arrange for a transcript of the proceedings held in the above trial court case before Judge _____ (name) on _____ (dates) to be prepared, certified and filed with the trial court. The transcript is requested for purposes of an appeal.

You are further requested to file an acknowledgment that this request has been received with the clerk of the [Supreme Court] [Court of Appeals]. Thank you.

Sincerely,

Attorney for Appellant

or

Appellant

cc: Clerk of the Trial Court
Clerk of the [Supreme Court] [Court of Appeals]
Opposing Party or Party=s Attorney if represented