

Form 4. Request for Transcript

** If a transcript is to be requested, this request shall be ordered online by going to the court’s web site www.utcourts.gov and selecting “Of Interest to the Legal Community” and “Request a Transcript”. This form may only be used if you do not have access to a computer.

Transcript Request

Your Name: _____

Address : _____

Phone Number: _____

Court Location: _____

Case Name: _____

Appellate Court Case Number: _____

Trial Court Case Number: _____

To: Transcript Coordinator

Please arrange for a transcript of the proceedings held in the above trial court case before

Judge _____ (name) on:

_____ (Date)	_____ (Hearing)	_____ (Courtroom)	_____ (Time)
_____ (Date)	_____ (Hearing)	_____ (Courtroom)	_____ (Time)
_____ (Date)	_____ (Hearing)	_____ (Courtroom)	_____ (Time)
_____ (Date)	_____ (Hearing)	_____ (Courtroom)	_____ (Time)
_____ (Date)	_____ (Hearing)	_____ (Courtroom)	_____ (Time)

to be prepared, certified and filed with the trial court.

- The transcript is requested for purposes of an appeal. (check one)
- The transcript is not requested for purposes of an appeal.

Sincerely,

Signature

Attorney for Appellant

or

Appellant

cc: Clerk of the [Supreme Court] [Court of Appeals](circle one)

Opposing Party or Party’s Attorney if represented