



**New Jersey Judiciary  
Superior Court - Appellate Division  
COURT TRANSCRIPT REQUEST**

Please type or clearly print all information.

Instructions:

1. Complete all information
2. File a separate request for each court reporter or court clerk who recorded a portion of the proceeding
3. Attach the Appellate Division or Supreme Court Clerk's copy to the Notice of Appeal (R. 2:5-1(f))
4. Attach transcript fee.

PLAINTIFF(S)	TRIAL COURT DOCKET NUMBER
v.	COUNTY / COURT
DEFENDANT(S)	

REQUESTING PARTY		
NAME	EMAIL ADDRESS	PHONE NUMBER
ADDRESS		
CITY	STATE	ZIP

**TO** \_\_\_\_\_ NAME / ADDRESS (COURT REPORTER or COURT CLERK (if sound recorded))

It is hereby requested that you prepare for use on (check one)  appeal  non-appeal\* an original and \_\_\_\_\_ copies of the following:

DATE OF PROCEEDING	TYPE OF PROCEEDING (e.g., trial, sentencing, motion, etc.)	NAME OF JUDGE
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I agree to pay for the preparation and any copies ordered of the transcript(s) for the above date(s) pursuant to R. 2:5-3(d).

_____	_____
SIGNATURE OF REQUESTING PARTY	DATE

Transcript fees are set by New Jersey Statute 2B:7-4. An additional sum or reimbursement may be required prior to or at the completion of the transcript order.

**DEPOSIT ATTACHED: \$ \_\_\_\_\_**

\* Only the Supervisor of Court Reporters should receive copies of non-appeal transcript requests.

- CC:
1. CLERK, Appellate Division, or CLERK, Supreme Court (see INSTRUCTIONS above)
  2. Supervisor of Court Reporters \_\_\_\_\_
  3. Trial Court Transcript Office
  4. Other attorneys / Pro Se parties \_\_\_\_\_