



**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 |
|--------------------|--|---------------|

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 _____