



**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))
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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
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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 _____