

Transcript Order Instructions

You can order transcripts from the court-appointed vendor below – please proceed directly to their website for ordering, or work with them by phone/fax or mail:

eScribers, LLC
 Toll Free – 800-257-0885
 Address:
 7227 North 16th Street, Suite 207
 Phoenix, AZ 85020
 Email Address:
VTtranscripts@escribers.net
www.escribers.net/vtorder.php

To submit a transcript request, go to the vendor website and complete the relevant forms. You need to send a copy to other parties involved with the case. You may wish to keep a copy of the Request Form for your own records.

FOR SUPREME COURT APPEALS (including Bail Hearings)

Failure to properly order the transcript or pay the appropriate deposit may result in dismissal of your Supreme Court Appeal.

Appellants or cross-appellants who qualify to waive the filing fee may be eligible to use the audio in lieu of a transcript or to receive the transcript without payment. See V.R.A.P. 10(b)(8) & (9).

When ordering transcripts, you must:

- Order all transcripts necessary for appellate review within 14 days of the filing of the notice of appeal. V.R.A.P. 10(b)(1).
- Provide a copy of the transcript order to all parties. V.R.A.P. 10(b)(2).

PRICING INFORMATION

Turn Around Time	PDF sent by email (rate per page)	PDF by email & printed copy (rate per page)
Electronic Transcript		
1 business day*	\$6.50	\$7.25
3 business days*	\$5.25	\$6.00
7 days	\$4.20	\$4.95
14 days	\$3.65	\$4.40
30 days	\$2.90	\$3.65
Copy (at a later date)	\$.90	
Printed Transcript Add	\$.75 per page	
Media Copy Only (Per Hearing)	\$25.00	

Deposit: You will be expected to pay a deposit of up to 75% of the anticipated total cost of the completed transcript at the time you place the order.

***Courts are expected to provide the vendors with the necessary materials within five (5) business days; thus, it may not be possible to meet these expedited turnaround times.**

Please be prepared to provide the following information to the vendor in order to obtain your transcript.

Name of person ordering transcript	Name of law firm	Other contact name/s
Address (line 1)		
Address (line 2)		
City	Phone number	
State	Fax number	
Zip	Email address	

Please check the applicable boxes:

- Appeal to the Supreme Court
Date Notice of Appeal filed: _____ Appellate Attorney _____
- Appeal to the Supreme Court - Bail Hearing Review
Date Notice of Appeal filed: _____ Appellate Attorney _____

- 1 Justice
- 3 Justices
- All others

- Written transcript - E-Tran (Certified) sent via email
- Written transcript - Printed Transcript - Full Size
- Written transcript - Printed Transcript - Condensed (4 sheets per page)
- Written transcript - PDF form sent via email
- Copy of tape/CD requested

Hearing Date	Court room	Docket Number	Case Name	Judge	Type of Hearing	Length	Special Notes