

Transcript Request Form

It is the policy of the Twenty-first Judicial District that transcripts shall be the only source of the record of court proceedings. Persons ordering transcripts will be contacted directly by the court reporter/transcriber concerning payment of the appropriate fees. Individuals requesting transcripts will be asked to pay a deposit for the approximate amount of the transcript. Transcripts will not be started and the time limits stated for delivery of transcripts will not commence until satisfactory arrangements are made with the transcriber for the payment of required fees. Ordinary delivery is within thirty days after payment arrangements have been made. The person requesting the transcript must obtain and the court reporter/transcriber must produce a dated receipt for the payment.

In order to obtain a transcript of a court proceeding held in Mesa County please complete the following:

Your Name: _____ Date of Request: _____

Mailing Address: _____

Email Address: _____

Work / Home Number: _____ Cell Number: _____

Trial Court Case Number: _____ (i.e. 2004CV1234) Fax Number: _____

Judge/Magistrate: _____ Courtroom: _____

Case Name: _____ (People v. John Smith, John Smith v. Jane Smith, etc.)

Date of Hearing(s)/Trial(s): _____ Type of Hearing: _____

Date Transcript needed: _____

Special Instructions (ie need only judge's findings or testimony of one witness): _____

Mail request to: _____

Signature of Requesting Party

Mesa County Combined Court
P.O. Box 20,000-5030
Grand Junction, CO 81502

Phone: 970-257-3640

For Court Use Only

Date Received:	Date Reporter/Transcriber Contacted:	Name of Reporter/Transcriber:
Date Notified Requester:	Date Requester Obtained Transcript:	Amount Paid:

