

## 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:

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

Phone: 970-257-3640

\_\_\_\_\_  
Signature of Requesting Party

### For Court Use Only

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