

Transcript Request

Quick Reference Card

Last Updated 9/24/2025

(Reviewed for ADA compliance WCAG 2.1 AA using Common Look 09.24.2025)

Contact **Court Transcript Services** at 860-706-5310
or email CourtTranscriptServices@jud.ct.gov

Transcript Request Overview

Effective January 3, 2022, the procedure for ordering court transcripts will change. All attorneys will be **required** to order transcripts utilizing a new online ordering system located within E-Services at <https://sso.eservices.jud.ct.gov/TranscriptReq>.

If you are not an attorney, but are enrolled in E-Services, you may also use the online transcript ordering system.

Those individuals who are not attorneys or not registered with E-Services will still be able to order transcripts utilizing the current paper format.

Log In to E-services and Navigate to your case

1. Navigate to the Judicial Branch Website by typing the following web address www.jud.ct.gov.
2. Choose **E-Services** from the menu on the left side menu.
3. Click the **Log-In** button
4. Enter your *Juris Number* or *Self-Rep User ID* and *password*
5. Click **Login** to log in to E-Services

Create a new Transcript Request(s)

1. Select **Transcript Requests** from the left side menu.



2. The **Transcript Request** page displays
3. Choose an option from the transaction type drop-down menu
 - Notice of Appeal Transcript Order – JD-ES-38
 - Transcript Order – Non-Appeal – JD-ES-262
 - Transcript Order of Felony Sentencing – JD-CR-160

The image shows a screenshot of the 'Transcript Request' page. At the top, there is a header with the 'State of Connecticut Judicial Branch' logo. On the left, there is a sidebar with links for 'E-Services Menu', 'E-Services Inbox', and 'Transcript Home'. The main content area has a form with fields for 'Attorney/Firm:' and 'E-Mail'. Below that is a section titled 'Instructions' with a welcome message. A 'Choose a transcript type to start your request:' dropdown is open, showing three options: 'Notice of Appeal Transcript Order - JD-ES-38', 'Transcript Order - Non-Appeal - JD-ES-262', and 'Transcript Order of Felony Sentencing - JD-CR-160'. There is also a 'Start Transcript Request' button.

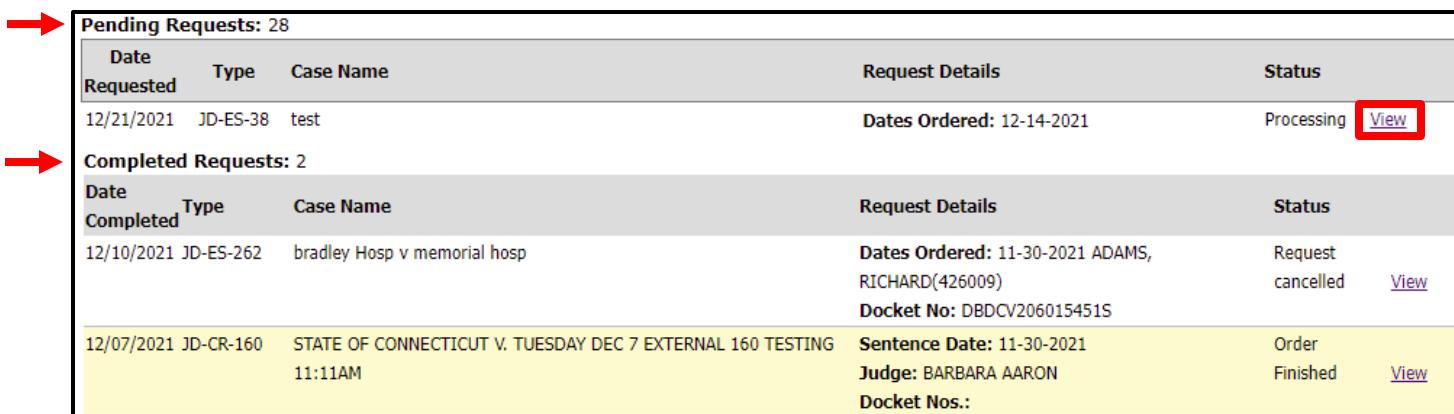
Create a new Transcript Request(s)

4. Click the **Start Transcription Request** button.
5. The **Transcription Request Data Entry** screen displays with the data entry fields corresponding to the Transcript Type selected.
6. Complete the data entry.
Note: Required fields are marked with a red asterisks (*)
7. Click the **Continue** button
Note: If any required fields are missing information, they will display in red
8. The **Transcript Request Verification** screen displays
9. Verify the information. (If any information needs to be changed, click the modify button to return to the data entry page and edit as needed.)
10. Enter your **Juris Number** or **User ID** to accept and sign the form accepting financial responsibility for the transcript
11. Click the **Submit** button
12. The **Transcript Request Home** screen displays. The newly added request will display at the top of the list.

View Existing Transcript Request(s)

Transcript requests submitted electronically on or after January 3, 2022 by the same E-Services ID will display with **request details**, **status** and the **option to view additional details**

1. After **logging into E-Services**, select **Transcript Requests** from the left side menu
2. A list of transcript requests submitted electronically on or after January 3, 2022 by the same E-Services ID will display with request details.
3. The requests are separated into two sections:
 - Pending Requests
 - Completed Requests
4. To see details of a specific request, click the **View** hyperlink to the right of the request



| Pending Requests: 28 | | | |
|-----------------------|-----------|--|--|
| Date Requested | Type | Case Name | Request Details |
| 12/21/2021 | JD-ES-38 | test | Dates Ordered: 12-14-2021 Status: Processing View |
| Completed Requests: 2 | | | |
| Date Completed | Type | Case Name | Request Details |
| 12/10/2021 | JD-ES-262 | bradley Hosp v memorial hosp | Dates Ordered: 11-30-2021 ADAMS, RICHARD(426009) Status: Request cancelled View Docket No: DBDCV2060154515 |
| 12/07/2021 | JD-CR-160 | STATE OF CONNECTICUT V. TUESDAY DEC 7 EXTERNAL 160 TESTING 11:11AM | Sentence Date: 11-30-2021 Judge: BARBARA AARON Status: Order Finished View Docket Nos.: |