

# 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](mailto: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](http://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. Chose 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

A screenshot of the State of Connecticut Judicial Branch E-Services interface. The header features the state seal and the text 'State of Connecticut Judicial Branch'. On the left is a sidebar with 'E-Services Menu', 'E-Services Inbox', and 'Transcript Home'. The main content area has a form with a header 'Attorney/Firm:' and a dropdown menu. Below this is an 'Instructions' section. The form includes a label 'Choose a transcript type to start your request:' followed by a dropdown menu labeled 'Choose a Transcript Type' and a 'Start Transcript Request' button. A dropdown menu is open from the 'Choose a Transcript Type' button, 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'.

## Create a new Transcript Request(s)

- Click the **Start Transcription Request** button.
- The **Transcription Request Data Entry** screen displays with the data entry fields corresponding to the Transcript Type selected.
- Complete the data entry.  
Note: Required fields are marked with a red asterisks (\*)
- Click the **Continue** button  
Note: If any required fields are missing information, they will display in red
- The **Transcript Request Verification** screen displays
- 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.)
- Enter your **Juris Number** or **User ID** to accept and sign the form accepting financial responsibility for the transcript
- Click the **Submit** button
- 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**

- After **logging into E-Services**, select **Transcript Requests** from the left side menu
- A list of transcript requests submitted electronically on or after January 3, 2022 by the same E-Services ID will display with request details.
- The requests are separated into two sections:
  - Pending Requests
  - Completed Requests
- 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	Status
12/21/2021	JD-ES-38	test	Dates Ordered: 12-14-2021	Processing <a href="#">View</a>
Completed Requests: 2				
Date Completed	Type	Case Name	Request Details	Status
12/10/2021	JD-ES-262	bradley Hosp v memorial hosp	Dates Ordered: 11-30-2021 ADAMS, RICHARD(426009) Docket No: DBDCV206015451S	Request cancelled <a href="#">View</a>
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 Docket Nos.:	Order Finished <a href="#">View</a>