

Procedures for Ordering a Court Transcript



Introduction

A transcript is a written document that reflects what was spoken on the record during a court proceeding.

The following provides a quick reference to current laws, rules, regulations, policies, and procedures for ordering a transcript.

If you have any questions, please contact the official court reporter in the appropriate judicial district (see page 6) or you may write to:

Court Transcript Services Unit
Superior Court Operations Division
Connecticut Judicial Branch
90 Washington Street
Hartford, CT 06106



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Important Information before Requesting A Transcript

The transcripts of some court proceedings are not available to the public, including transcripts of:

- Juvenile court proceedings
- Youthful offender proceedings
- Proceedings for which the judge has ordered the courtroom to be closed to the public in civil, family, or criminal matters
- Proceedings related to any matter that the court has ordered to be sealed

Transcripts of Closed Court Proceedings or Proceedings Related to Sealed Matters

The portions of a transcript relating to any matter that the judge has ordered sealed or in which the judge ordered the courtroom closed to the public are not available to the public. If the judge has ordered the courtroom closed to the public only for part of a case or has ordered only part of the record sealed, the public portion of the proceeding is available for transcript requests.

Materials ordered sealed by the court can be disclosed if the sealing order expires. Please be aware that in many cases the sealing order does not expire. In those cases, information will not be disclosable at any point in the future. In any case involving a sealing order, the order itself should be reviewed to determine whether a transcript can be provided.

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Anyone affected by court orders to seal or to limit disclosure of materials on file in connection with a court proceeding may petition the Appellate Court for review of that order within 72 hours of its issuance, **except** that the following types of matters will not be reviewed:

- Orders under the family matters or search warrant statutes
- Any statutory provision authorizing the court to seal or to limit disclosure of materials at a pretrial or trial stage or
- A court rule that seals or limits disclosure of affidavits in support of arrest warrants

Transcripts of Erased Proceedings

By statute, clerks of court cannot disclose the existence of certain cases to the public and may not give out any information or records about these cases to the public. These records are considered “erased” or are referred to in the statutes as being “erased.” Being “erased” does not necessarily mean that the file is destroyed but that court staff must treat the matter as if it had never occurred.

On and after October 1, 1996, however, “court records” was defined as not including a record or transcript of the proceedings made or prepared by an official court reporter or court recording monitor, and these transcripts are available to the public. See General Statutes § 54-142a (h). Therefore, transcripts created on or after October 1, 1996, are not erased. However, if a criminal defendant satisfied all the conditions for the record to be erased before October 1, 1996, a transcript cannot be provided.

Procedures for Ordering a Transcript

Ordering a Non-Appeal Transcript

Effective January 3, 2022, all attorneys, unless exempt from e-filing, are required to use the online transcript ordering system to order transcripts. The online transcript ordering system is located within eServices at <https://sso.eservices.jud.ct.gov/TranscriptReq/>. If you are not an attorney but are enrolled in eServices, you may also use the online transcript ordering system.

Individuals not using the online transcript ordering system must complete the Transcript Order – Non-Appeal form (JD-ES-262) and submit it to the Court Reporter’s Office in the judicial district where the case was heard. The Transcript Order – Non-Appeal form (JD-ES-262) is available at <https://www.jud.ct.gov/webforms/forms/ES262.pdf>. The form is also available in the clerk’s offices, court service centers, and court reporter’s offices.

You will need to give the following information to order a non-appeal transcript:

- The date of your request
- The name of the case
- The docket number (if known)
- The name of the Judge or Magistrate
- The name of the official court reporter or court recording monitor (if known)
- The specific date(s) being ordered (month/day/year)
- The specific portion(s) of proceedings requested (for example, a witness, the entire day, orders only, etc.)
- The name, address, telephone number, and e-mail address of the person ordering the transcript

continued

A person who is requesting a transcript may ask for an estimate of how much the transcript will cost before ordering the transcript.

By ordering a transcript, the person who is requesting the transcript agrees to pay for the transcript that is ordered.

Ordering and Filing an Appeal Transcript

Effective January 3, 2022, all attorneys, unless exempt from e-filing, are required to use the online transcript ordering system to order transcripts. The online transcript ordering system is located within eServices at <https://sso.eservices.jud.ct.gov/TranscriptReq/>. If you are not an attorney but are enrolled in eServices, you may also use the online transcript ordering system.

Individuals not using the online transcript ordering system must complete the Notice of Appeal Transcript Order form (JD-ES-38) and submit it to the Court Reporter's Office in the judicial district where the case was heard. The Appeal Transcript Order form (JD-ES-38) is available at <https://www.jud.ct.gov/webforms/forms/ES038.pdf>. The form is also available in the clerk's offices, court service centers, and court reporter's offices.

On or before the date of filing an appeal to the Appellate Court or Supreme Court, order a paper and an electronic version of the transcript. The person ordering the transcript will need to provide the following information to order an appeal transcript:

- The name of the case
- The date of your request
- The docket number (if known)
- The name of the Judge or Magistrate

continued

- The name of the official court reporter or court recording monitor (if known)
- The specific date(s) the matter was heard in court (month/day/year)
- The specific portion(s) of proceedings requested (for example, a witness, the entire day, orders only, etc.)
- The name, address, telephone number, and e-mail address of the person ordering the transcript

A party must make satisfactory arrangements to pay for the transcript according to guidelines established by the Chief Court Administrator, which may require advance payment or a deposit or both.

Supreme Court and Appellate Court Transcripts

Transcripts of Supreme Court and Appellate Court proceedings are available by following the procedures outlined in the “Ordering a Non-Appeal Transcript” section of this pamphlet.

Connecticut Judicial Districts

Submit transcript requests to the attention of the Official Court Reporter in the judicial district where the case was heard.

Ansonia-Milford J.D.

14 West River Street
Milford, CT 06460
Phone: 203-874-8523
Fax: 203-283-8272

Middlesex J.D.

1 Court Street
Middletown, CT 06457
Phone: 860-343-6515
Fax: 860-343-6355

Tolland J.D.

20 Park Street
Rockville, CT 06066
Phone: 860-870-3215
Fax: 860-870-3294

Danbury J.D.

146 White Street
Danbury, CT 06810
Phone: 203-207-8730
Fax: 203-207-8689

New Britain J.D.

20 Franklin Square
New Britain, CT 06051
Phone: 860-515-5380
Fax: 860-515-5382

Waterbury J.D.

300 Grand Street
Waterbury, CT 06702
Phone: 203-591-3336
Fax: 203-591-3343

Fairfield J.D.

1061 Main Street
Bridgeport, CT 06604
Phone: 203-579-7230
Fax: 203-579-7295

New Haven J.D.

235 Church Street
New Haven, CT 06510
Phone: 203-503-6822
Fax: 203-503-6886

Windham J.D.

120 School Street
Danielson 06239
Phone: 860-779-8537
Fax: 860-779-8533

Hartford J.D.

101 Lafayette Street
Hartford, CT 06106
Phone: 860-566-3400
Fax: 860-566-1638

New London J.D.

70 Huntington Street
New London, CT 06320
Phone: 860-442-2655
Fax: 860-444-4827

Litchfield J.D.

50 Field Street
Torrington, CT 06790
Phone: 860-626-2192
Fax: 860-626-2193

Stamford J.D.

123 Hoyt Street
Stamford, CT 06905
Phone: 203-965-5278
Fax: 203-965-5794

Transcript Fees

Connecticut General Statutes and Judicial Branch policies establish the fees that official court reporters and court recording monitors charge for transcripts. Transcript rates as of the date of the publication of this brochure are as follows:

Rate for Private Parties

- **Next Morning Expedited** – available by 9 a.m. on the next business day, provided that request is made to the court reporter's office by **3 p.m.** on the prior business day at \$10 per page (except for transcript pages already produced, in which case the rate is \$5.75 per page)
- **Next Day Expedited** – available by 5 p.m. on the next business day at \$6.35 per page (except for transcript pages already produced, for which the rate is \$4.60 per page)
- **Standard Expedited** – available by 5 p.m. on the 5th business day at \$4.75 per page (except for transcript pages already produced, in which case the rate is \$3.50 per page)
- **Regular** – processed in order of receipt at \$3.00 per page (except for transcript pages already produced, other than for the Judicial Branch, in which case the rate is \$1.75 per page)

A state sales tax will be collected by the official court reporter or court recording monitor on the total cost of all transcripts. State agencies and municipalities are exempt from this sales tax.

For State and Municipal Officials

The rate for State and Municipal Officials applies to any official of the state, other than a judicial officer or employee of the Judicial Branch, or any of its agencies, boards or commissions or of any municipality of the state, acting in his or her official capacity.

- **Next Morning Expedited** – available by 9 a.m. on the next business day, provided that request is made to the court reporter’s office by **3 p.m.** on the prior business day at \$6.75 per page (except for transcript pages already produced, for which the rate is \$2.00 per page)
- **Next Day Expedited** – available by 5 p.m. on the next business day at \$4.45 per page (except for transcript pages already produced, for which the rate is \$1.55 per page)
- **Standard Expedited** – available by 5 p.m. on the 5th business day at \$3.50 per page (except for transcript pages already produced, for which the rate is \$1.25 per page)
- **Regular** – processed in order of receipt at \$2.00 per page (except for transcript pages already produced, for which the rate is \$0.75 per page)

General Information

A standard transcript format has been developed to ensure equal treatment of all parties requesting court transcripts in Connecticut. The format must be followed by all official court reporters and court recording monitors who prepare transcripts of judicial proceedings.

A transcript page is 27 double-spaced lines with 60 spaces available on each line on 8 ½ inch by 11 inch paper (General Statutes § 51-63(c)).

TRANSCRIPT ORDER – NON-APPEALJD-ES-262 Rev. 1-22
C.G.S. §§ 51-63, 52-259b; P.A. 21-104 § 42(a)(2)STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

Effective January 3, 2022, all attorneys, unless exempt from filing, are required to use the online transcript ordering system to order a transcript. This system is 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.

Individuals not using the online transcript ordering system must:

1. Fill out this entire form except for the "For Official Use Only" section. If the form is not filled out completely, it will be returned to you.
2. Mail, fax, or hand-deliver this form to the Court Reporter's Office in the Judicial District where the hearing was held.

Note: If you need a transcript for an appeal, you must use form JD-ES-38, available at <https://jud.ct.gov/webforms/> or the online transcript ordering system.

Today's date	Name of case	Docket number (If known)
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Name of Judge/Magistrate/Arbitrator	Name of Court Reporter/Monitor (If known)
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Specific date(s) being ordered (Month/day/year)

Specific portion(s) of proceedings requested (For example, a witness, the entire day, orders only, etc.)
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Name of ordering party	Telephone number
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Address of ordering party	E-mail address
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Select the transcript delivery method and whether you are seeking the reduced rate for a State or Municipal Official or are exempt as a Judicial Officer or Judicial Branch employee. The rates charged for transcripts are set under General Statutes § 51-63(c).

- | | |
|--|---|
| <p><input type="checkbox"/> Regular - Processed in the order of receipt.</p> <p><input type="checkbox"/> Standard Expedited - Delivered by the end of business (by 5:00 p.m.) on the 5th business day after the order was placed.</p> <p><input type="checkbox"/> Next Day Expedited - Delivered by the end of the next business day (by 5:00 p.m.) after the order was placed.</p> <p><input type="checkbox"/> Next Morning Expedited - Delivered by 9:00 a.m. the next business day after the order was placed, provided the request is made to the Court Reporter's Office by 3:00 p.m. on the prior business day.</p> | <p><input type="checkbox"/> State or Municipal Official
<small>The rate for State and Municipal Officials applies to any official of the state, or any of its agencies, boards or commissions or of any municipality of the state, acting in his or her official capacity.</small></p> <p><input type="checkbox"/> Judicial Officer or Judicial Branch Employee</p> |
|--|---|

☐ **No Fee** - Select this box only if the court has granted your application for a waiver of fees and attach a copy of the court's order. See form JD-CV-120 (civil, housing, small claims fee waiver), form JD-CR-73 (criminal fee waiver), form JD-FM-75 (family fee waiver), form JD-AP-48 (affidavit of indigency fee waiver) or form JD-JM-114 (juvenile fee waiver). An expedited transcript will not be produced unless you specifically asked for it in your application for waiver of fees and the court granted it.

Regular		Expedited*		
		Standard	Next Day	Next Morning
Private Party (must also pay applicable sales tax)	\$3.00 per page (Except for transcript pages already produced, other than for the Judicial Branch, in which case the rate is \$1.75 per page)	\$4.75 per page (Except for transcript pages already produced, in which case the rate is \$3.50 per page)	\$6.35 per page (Except for transcript pages already produced, in which case the rate is \$4.60 per page)	\$10.00 per page (Except for transcript pages already produced, in which case the rate is \$5.75 per page)
	\$2.00 per page (Except for transcript pages already produced, in which case the rate is \$0.75 per page)	\$3.50 per page (Except for transcript pages already produced, in which case the rate is \$1.25 per page)	\$4.45 per page (Except for transcript pages already produced, in which case the rate is \$1.55 per page)	\$6.75 per page (Except for transcript pages already produced, in which case the rate is \$2.00 per page)
Judicial Officer or Judicial Branch Employee	No Charge	*Expedited delivery may not be possible in some cases.		

- ☐ Select here if you would like us to contact you with an estimate of the cost, or an estimated delivery date, or both.

By signing this form, I accept financial responsibility for the transcript I am ordering.

Signature of ordering party	Date signed
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ADA NOTICE

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

For Official Use Only

To	Date received	Initials
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**NOTICE OF APPEAL
TRANSCRIPT ORDER**JD-ES-38 Rev. 1-22
P.B. §§ 63-4, 63-8, 63-8A

Effective January 3, 2022, all attorneys, unless exempt from e-filing, are required to use the online transcript ordering system to order a transcript.

This system is located within E-Services at <https://sso.eservices.jud.ct.gov/TranscriptReg/>. If you are not an attorney, but are enrolled in E-Services, you may also use this system.STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.govFor information on ADA accommodations, contact a court clerk or go to: www.jud.ct.gov/ADA.

Individuals not using the online transcript ordering system must:

1. Fill out section 1 only and give this form to the Official Court Reporter.
2. Give the Official Court Reporter the name and address of all counsel and self-represented parties of record.
3. After the Official Court Reporter fills out section 3 and returns the form to you, fill out section 4.

Section 1.

Name of case

Appeal Docket Number

Trial court docket number

Hearing dates of transcript being ordered

Proceeding type (Select one)

☐ In-person ☐ Virtual

Trial court location

Judicial District of

Name(s) of Judge(s)

Case type (Select one)

☐ Criminal ☐ Civil ☐ Housing
☐ Juvenile ☐ Family

Case tried to (Select one)

☐ Jury
☐ Court

Appeal to (Select one)

☐ Supreme Court
☐ Appellate Court**Appeal**
(Select one)

- | | |
|--|--|
| <input type="checkbox"/> 1. From judgment in juvenile matters:
<input type="checkbox"/> (a) concerning Termination of Parental Rights
<input type="checkbox"/> (b) other than Termination of Parental Rights | <input type="checkbox"/> 3. From court closure order
<input type="checkbox"/> 4. Involving the public interest
<input type="checkbox"/> 5. From judgment involving custody of minor children |
| <input type="checkbox"/> 2. From a criminal judgment where defendant is:
<input type="checkbox"/> (a) incarcerated
<input type="checkbox"/> (b) not incarcerated | <input type="checkbox"/> 6. From all other judgments |

An electronic version of a previously delivered transcript is being ordered: ☐ Yes ☐ No

Describe in detail, including specific dates, the parts of the proceedings for which a transcript is being ordered. If you are ordering an electronic version of a previously delivered transcript, indicate that the paper transcript already was delivered. Attach a sheet of plain paper if needed.

From	Name of person ordering transcript	E-mail address
	Mailing address	Telephone number
	Relationship (Attorney for Plaintiff, Defense, etc.)	Signature of person ordering transcript

Do not write below this line when ordering the transcript.

Section 2. Official Court Reporter's Appeal Transcript Order Acknowledgment (Completed by Official Court Reporter after satisfactory financial arrangements have been made pursuant to Section 63-8 of the Connecticut Practice Book.)

Name(s) of Reporter(s)/Monitor(s)	Name(s) of Transcribing Reporter(s)/Monitor(s) (if different)	Estimated number of pages	Only electronic version of previously delivered transcript?	Number of pages previously delivered	Estimated delivery date
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

☐ JD-ES-038C attached for additional names of reporter(s)/monitor(s)

Total estimated pages

Total delivered pages

Final Estimated delivery date

Name of Official Court Reporter

Signature of Official Court Reporter

Date signed

Order Acknowledgment**Section 3. Official Court Reporter's Certificate of Completion**

(Completed by Official Court Reporter upon delivery of the entire transcript ordered above.)

Actual number of pages in entire Appeal Transcript: _____	Date of final delivery (Practice Book Section 63-8(c)): _____	
This certificate is filed as required by Practice Book Section 63-8	Signature of Official Court Reporter	Date signed

Section 4. Certification of Service by Ordering Party (Ordering party to file completed certificate with the Appellate Clerk)

I certify that a copy of the above Certificate of Completion was served on all counsel and self-represented parties of record.

Signature of ordering party	Date signed
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The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA/



www.jud.ct.gov