

TRANSCRIPT ORDER – NON-APPEAL

JD-ES-262 Rev. 5-22

C.G.S. §§ 51-63, 52-259b; P.A. 22-26 § 15

STATE OF CONNECTICUT

SUPERIOR COURT

www.jud.ct.gov



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/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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Type of Transcript: ☐ **Electronic** ☐ **Paper**

Delivery Method Requested:

☐ **Regular** - Processed in the order of receipt.

☐ **Standard Expedited** - Delivered by the end of the business day (by 5:00 p.m.) on the 5th business day after the order was placed.

☐ **Next Day Expedited** - Delivered by the end of the next business day (by 5:00 p.m.) after the order was placed.

☐ **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.

☐ **No Fee** - Select this option only if the court has granted your application for a waiver of fees and attach a copy of the court's order. An expedited transcript will not be produced unless you specifically asked for it in your application and the court granted it.

Reduced Rate Official or Judicial Officer/Employee

☐ **State or Municipal Official**

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 their official capacity.

☐ **Judicial Officer or Judicial Branch Employee**

	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)
State or Municipal Official (other than Judicial Officer or Judicial Branch Employee)	\$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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