

TRANSCRIPT INVOICEJD-ES-161 Rev. 1-22
C.G.S. §§ 51-63, 52-259bSTATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov**Instructions**

- Complete this form for state/municipal transcripts, other than those ordered by the Judicial Branch.
- Fill in the number of pages or copies, the rate per page (using the rates shown at bottom), and the total(s).
The ordering party must specify and agree at the time of ordering to an expedited charge.
- In cases with multiple docket numbers, choose one docket number to represent the entire transcript.
- In large cases with several volumes/dates, you may choose one date to represent the entire transcript or submit individual invoices for each hearing date.
- Only one case is allowed per invoice.
- Each employee must certify that the billing is accurate and for the work performed by that employee.
- This invoice must contain an authorized signature in order to be processed.

Employee name and address	Employee payroll number
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Transcripts ordered by (Name and title)

Case name	Docket number
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Hearing held before:	Hearing date	Date ordered	Date delivered
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Original Page Ordering Rate (Select one):

- ☐ **Regular** - Processed in the order of receipt.
- ☐ **Standard Expedited** - Delivered by the end of business (by 5 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 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 - waiver granted by:
 _____ on: _____
 Judge Date
- ☐ Shared Cost

Copy Page Ordering Rate (Select one):

Name of recipient of "copy"

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 _____ on: _____
 Judge Date
- ☐ Shared Cost

Item	Number of Pages	Rate Per Page	Total
Original Page Ordering Rate _____	X	\$ _____	= \$ _____
Copy Page Ordering Rate _____	X	\$ _____	= \$ _____
Total Payment:			\$ _____

Employee certification	Date signed
Authorized signature (Ordering Party)	Date signed

Transcript Rates (Section 51-63 of the Connecticut General Statutes)

Regular	Standard Expedited	Next Day Expedited	Next Morning Expedited
\$2.00 per page	\$3.50 per page	\$4.45 per page	\$6.75 per page
\$0.75 per copy	\$1.25 per copy	\$1.55 per copy	\$2.00 per copy