

TRANSCRIPT INVOICE

JD-ES-161 Rev. 1-22
C.G.S. §§ 51-63, 52-259b

STATE 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
---------------------------	-------------------------

Transcripts ordered by (Name and title)

Case name	Docket number
-----------	---------------

Hearing held before:	Hearing date	Date ordered	Date delivered
----------------------	--------------	--------------	----------------

Original Page Ordering Rate (Select one):	Copy Page Ordering Rate (Select one):
<input type="checkbox"/> Regular - Processed in the order of receipt. <input type="checkbox"/> Standard Expedited - Delivered by the end of business (by 5 p.m.) on the 5th business day after the order was placed. <input type="checkbox"/> Next Day Expedited - Delivered by the end of the next business day (by 5 p.m.) after the order was placed. <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.	
<input type="checkbox"/> Regular - Processed in the order of receipt. <input type="checkbox"/> Standard Expedited - Delivered by the end of business (by 5 p.m.) on the 5th business day after the order was placed. <input type="checkbox"/> Next Day Expedited - Delivered by the end of the next business day (by 5 p.m.) after the order was placed. <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.	
<input type="checkbox"/> No Fee - waiver granted by: on: _____ Judge _____ Date _____	<input type="checkbox"/> No Fee - waiver granted by: on: _____ Judge _____ Date _____
<input type="checkbox"/> Shared Cost	<input type="checkbox"/> 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