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 efiling, 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 this system.

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

For 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.

Appeal Docket Number

Name of case

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)*

☐ 1. From judgment in juvenile matters:
- ☐ (a) concerning Termination of Parental Rights
- ☐ (b) other than Termination of Parental Rights

☐ 2. From a criminal judgment where defendant is:
- ☐ (a) incarcerated
- ☐ (b) not incarcerated

☐ 3. From court closure order
☐ 4. Involving the public interest
☐ 5. From judgment involving custody of minor children
☐ 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

Date signed

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
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ 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

Print Form

Reset Form