



First Judicial Circuit

Kasey Watson, Court Administrator
Stacey Morrell, Court Reporting Services Manager

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TRANSCRIPT ORDER FORM

TERMS:

A non-refundable deposit is required to begin the order, and the balance is due upon completion of the transcript. Submit your order form via email or hand delivery. **Please make your selection below:**

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PDF or e-filed copy of previously transcribed proceedings	\$2.00/page
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*****Expedited requests are at the approval of the Court Reporting Services Manager*****

Upon receipt of this form, we will determine a deposit amount based off the total trial/hearing length. This deposit will be 75% of your total transcript production costs. You will receive a deposit invoice that includes your 75% deposit cost, a tracking number for online payments, and an estimated page number. The total deposit payment is required to begin production on your transcript. Please do not pay more than your requested deposit payment.

PAYMENT: You may pay this deposit online with a credit or debit card. In addition, a service fee will be applied. Payments may also be made in the form of a local law firm check or money order made payable to the *State of Florida*. Deposits are non-refundable once production has begun.

You will be notified via phone or email upon the completion of your transcript order. You will receive your final payment invoice including your exact balance due. Once we have received your final payment, you may pick up your transcript. *We reserve the right to discard any transcript not picked up and paid for within 30 days of notification that your order is ready.*

Please email your Transcript Order Forms to Escambia.Reporters@flcourts1.gov or hand deliver your form to the Official Circuit Court Reporters at 190 W Government Street, 4th Floor, Pensacola, FL 32502.

The following information is required before we can begin production of your transcript. It may be obtained from the Clerk of Court.

Defendant's name: _____ Case Number(s): _____

Date of proceeding requested: _____ Judge's Name: _____

If a specific portion of testimony (excerpt) is requested, please detail: _____

I understand and accept the terms of this transcript order.

Printed Name: _____

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