



# First Judicial Circuit

Robin Wright, Court Administrator  
Emily Cooksey, Court Reporting Manager

Invoice Tracking Number: \_\_\_\_\_

Date ordered: \_\_\_\_\_

Deposit received: \$ \_\_\_\_\_

Transcript Due: \_\_\_\_\_

## TRANSCRIPT ORDER FORM

### TERMS:

The cost of a transcript is \$5.25 per page, with a non-refundable deposit required to begin the order, and the balance due upon completion of the transcript. Submit your order form via email or hand delivery.

Upon receipt of this form, we will determine a deposit amount based off of 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.

You may pay this deposit online with a credit or debit card by using your invoice tracking number. Local law firms may pay by law firm check made out to "The State of Florida." Deposits are non-refundable, once production has begun. *We reserve the right to discard any transcript not picked up and paid for within 30 days of notification that your order is ready.*

Once your deposit is paid in full, we will begin production on your transcript. Transcript production takes approximately two weeks. Due to the large volume of transcript orders, we cannot honor a request for a rush order or produce an expedited transcript. Transcripts are prepared in the order in which we receive requests. We make every effort to produce each transcript within two weeks; lengthy proceedings may require additional time.

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 and tracking number. Once we have received your final payment, you may pick up your transcript.

**Please email your Transcript Order Forms to [Escambia.Reporters@flcourts1.gov](mailto:Escambia.Reporters@flcourts1.gov) or hand deliver your form to the Official Circuit Court Reporters at 190 W Government Street, 4<sup>th</sup> 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: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_