



## Transcript Request Form

Under Minnesota Court Rules, a written transcript is the official record of court proceedings such as hearings or trials. You may purchase a transcript for a fee, which is based on case type and scope of the request. To purchase a transcript, please complete this form and send it to the Court Report Unit. **We generally respond to requests within one business day.** A Court Reporter will contact you as soon as possible about the fee, which must be paid (or waived by the court) **before** the transcript can be prepared. Please call 612-596-2870 if you have questions. If you fill in the form by hand, **please print clearly.**

**I request a transcript of the following court proceeding:**

Date of Proceeding: \_\_\_\_\_ Court File #: \_\_\_\_\_

Name of Judge / Referee: \_\_\_\_\_

Courthouse Location and / or Courtroom #: *(if known)* \_\_\_\_\_

**Case Party Name(s):**

Plaintiff / Petitioner: \_\_\_\_\_

Defendant / Respondent: \_\_\_\_\_

Due Date: If you need the transcript by a specific date, please tell us that date. If you write "ASAP," you must also include a specific date here: \_\_\_\_\_

Is the transcript needed for an appeal to the MN Court of Appeals?  Yes  No  
*(MN Rules of Appellate Procedure apply.)*

Other Comments: \_\_\_\_\_

**Your Contact Information:**

Name: \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Please send us the completed form by Mail, Fax or Email to:**

Court Reporter Unit  
Hennepin County Govt. Center  
300 South 6<sup>th</sup> Street, #C859  
Minneapolis, MN 55487-0332

**Fax:** 612-596-0058  
**Email:** 4thCourtReporterUnit@courts.state.mn.us