

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)* _____

Parties 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 is 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 6th Street, #C859
Minneapolis, MN 55487-0332

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