



# MINNESOTA JUDICIAL BRANCH

2<sup>ND</sup> JUDICIAL DISTRICT

## 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 who will be preparing the transcript. The 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 651-266-8302 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: \_\_\_\_\_