



**New Jersey Judiciary
Superior Court - Appellate Division
COURT TRANSCRIPT REQUEST**

Please type or clearly print all information.

Instructions:

1. Complete all information
2. File a separate request for each court reporter or court clerk who recorded a portion of the proceeding
3. Attach the Appellate Division or Supreme Court Clerk's copy to the Notice of Appeal (R. 2:5-1(f))
4. Attach transcript fee.

PLAINTIFF(S) <div style="text-align: center;">v.</div> DEFENDANT(S)	<div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 5px;">TRIAL COURT DOCKET NUMBER</div> <div style="border-bottom: 1px solid black; height: 40px;">COUNTY / COURT</div>
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REQUESTING PARTY		
NAME <div style="border-bottom: 1px solid black; height: 20px;"></div>	EMAIL ADDRESS <div style="border-bottom: 1px solid black; height: 20px;"></div>	PHONE NUMBER <div style="border-bottom: 1px solid black; height: 20px;"></div>
ADDRESS <div style="border-bottom: 1px solid black; height: 20px;"></div>		
CITY <div style="border-bottom: 1px solid black; height: 20px;"></div>	STATE <div style="border-bottom: 1px solid black; height: 20px;"></div>	ZIP <div style="border-bottom: 1px solid black; height: 20px;"></div>

TO	NAME / ADDRESS (COURT REPORTER or COURT CLERK (if sound recorded)) <div style="border-bottom: 1px solid black; height: 40px;"></div>
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It is hereby requested that you prepare for use on (check one) ☐ appeal ☐ non-appeal* an original and _____ copies of the following:

DATE OF PROCEEDING	TYPE OF PROCEEDING (e.g., trial, sentencing, motion, etc.)	NAME OF JUDGE
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I agree to pay for the preparation and any copies ordered of the transcript(s) for the above date(s) pursuant to R. 2:5-3(d).

<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> SIGNATURE OF REQUESTING PARTY	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> DATE
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Transcript fees are set by New Jersey Statute 2B:7-4. An additional sum or reimbursement may be required prior to or at the completion of the transcript order.

DEPOSIT ATTACHED: \$ _____

* Only the Supervisor of Court Reporters should receive copies of non-appeal transcript requests.

- CC:
1. CLERK, Appellate Division, or CLERK, Supreme Court (see INSTRUCTIONS above)
 2. Supervisor of Court Reporters _____
 3. Trial Court Transcript Office
 4. Other attorneys / Pro Se parties _____