

**TRANSCRIPT ORDER — NON-APPEAL**

JD-ES-262 Rev. 3-18  
C.G.S. §§ 51-63, 52-259b

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
**COURT REPORTER'S OFFICE**  
[www.jud.ct.gov](http://www.jud.ct.gov)



**Instructions to person ordering a transcript**

1. Fill out this entire form except for the "For Office Use Only" section. If the form is not filled out completely, it will be returned to you.
2. Mail, fax, or hand-deliver it to the Court Reporter's Office in the Judicial District where the hearing was held.

**Note:** If you need a transcript for an appeal, you must use form JD-ES-38, available from the Clerk's Office, Court Service Center, or [www.jud.ct.gov](http://www.jud.ct.gov).

Today's date	Name of case	Docket number (If known)
Name of Judge/Magistrate/Arbitrator		Name of court reporter/monitor (If known)

Specific date(s) matter was heard in court (Month/day/year)

Specific portion(s) of proceedings requested (For example, a witness, the entire day, orders only, etc.)

Name of ordering party	Telephone number
Address of ordering party	E-mail address

Please indicate your preference below.  
Please note that these rates are set under section 51-63(c) of the Connecticut General Statutes.

- |  |  |
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| <input type="checkbox"/> Regular/standard - Processed in the order of receipt.<br><input type="checkbox"/> Expedited - Delivered after the close of the 1st business day after the business day it was ordered, but not later than the close of the 5th business day (by 5 p.m.).<br><input type="checkbox"/> Overnight - Delivered by the close of the next business day (by 5 p.m.) after the business day it was ordered. | <input type="checkbox"/> <b>State or municipal official</b><br>The Rate for State and Municipal Officials applies to any official of the state, or any of its agencies, boards or commissions or of any municipality of the state, acting in his or her official capacity. |
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- No fee - Check this box only if the court has granted your *Application for Waiver of Fees* and attach a copy of the court's order to this form. See JD-CV-120 (civil, housing, small claims fee waiver), JD-AP-48 (criminal fee waiver), or JD-FM-75 (family fee waiver). An expedited or overnight transcript will not be produced unless you specifically asked for it on the *Application for Waiver of Fees* and the court granted it.

	Regular/Standard	Expedited*	Overnight*
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**By signing this form, I accept financial responsibility for the transcript I am ordering.**

Signature of ordering party: \_\_\_\_\_

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**For Office Use Only**

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Initials: \_\_\_\_\_ Date: \_\_\_\_\_