

Procedures for Ordering a Court Transcript



Introduction

A transcript is a written document that reflects what was spoken on the record during a court proceeding.

The following provides a quick reference to current laws, rules, regulations, policies, and procedures for ordering a transcript.

If you have any questions, please contact the official court reporter in the appropriate judicial district (see page 6) or you may write to:

Court Transcript Services Unit
Superior Court Operations Division
Connecticut Judicial Branch
90 Washington Street
Hartford, CT 06106



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Important Information before Requesting A Transcript

In the following situations, disclosure of a transcript may be prohibited by statute or court order:

- Juvenile court proceedings
- Transcripts of any matter involving a youth or a youth adjudged a youthful offender
- Closed hearing or records sealed in family relations matters
- Closed hearing or records sealed by court order in civil or criminal matters

Erasure of Records

By statute, clerks of court cannot disclose the existence of certain cases and may not give out any information or records about these cases.

These records are considered “erased” or are referred to in the statutes as being “erased.” Being “erased” does not necessarily mean that the file is destroyed, but that court staff must treat the matter as if it never occurred.

On and after October 1, 1996, “court records” was defined as not including a record or transcript of the proceedings made or prepared by an official court reporter, assistant court reporter or monitor. Therefore, transcripts created on or after October 1, 1996 are not erased. (Section 54-142a(h) of the Connecticut General Statutes). However, if a criminal defendant satisfied all the conditions for the record to be erased before October 1, 1996, a transcript cannot be provided. Different statutes apply to erased youthful offender records and certain erased juvenile matters records. Under those statutes, the transcript is erased along with all other court records and information.

Generally, police, court and prosecutorial records must be erased when:

1. (a) More than 20 days have passed after a defendant is acquitted or from the dismissal of a criminal case, unless an appeal is taken, or
(b) 13 months have passed after a nolle (including a nolle of a juvenile delinquency matter) is entered;
2. A defendant is granted an absolute pardon;
3. The offense for which the defendant was convicted is no longer a crime;
4. The matter is about a person who has been adjudged a youthful offender and has been discharged from the supervision of the court or from the care of any institution or agency to which he or she has been committed by the court; or
5. A court in a juvenile matter has entered an order erasing the records of a child under section 46b-146 of the Connecticut General Statutes.

A youthful offender whose record has been erased, or the subject of an erased record may get information about their record, including a transcript, if it has not been destroyed, when they give to the Clerk of the Court or the person who is in charge of the requested records one of the following:

- The subject's current Connecticut driver's license;
- The subject's current driver's license from another state (if the license contains a photograph of the subject);
- Any official, current valid photo I.D. issued by a municipality, employer, college or university;
- The subject's current passport;
- The subject's current identity card issued by the Department of Motor Vehicles (section 1-1h of the Connecticut General Statutes);
- The subject's submission of a request, in writing, which contains an acknowledgement authorized by section 1-34 of the Connecticut General Statutes.

Sealed Records

The portions of the record that the judge has ordered sealed are not available to the public. If the judge has ordered only part of the record sealed, the remaining information in the court file is available for transcript requests.

Materials ordered sealed by the court can be disclosed if the sealing order expires. News professionals or members of the public should make a note of the date when the sealing order will expire. Please be aware that in many cases the sealing order does not expire. In those cases, information will not be disclosable at any point in the future. In any case involving a sealing order, the order itself should be reviewed to determine whether a transcript can be provided.

Anyone affected by court orders to seal or limit disclosure of materials on file in connection with a court proceeding may petition the Appellate Court for review of that order within 72 hours of its issuance, **except** that the following types of matters will not be reviewed:

- Orders under the family matters or search warrant statutes;
- Any statutory provision authorizing the court to seal or limit disclosure of materials at a pretrial or trial stage; or
- A court rule that seals or limits disclosure of affidavits in support of arrest warrants.

Procedures for Ordering a Transcript

Ordering a Non-Appeal Transcript

All non-appeal transcript requests must be submitted in writing, using the Transcript Order – Non-Appeal form (JD-ES-262), and submitted to the official court reporter’s office in the judicial district where the case was heard. You will need to give the following information:

- The date of your request
- The name of the case
- The docket number (if known)
- The name of the Judge, Magistrate, or Arbitrator
- The name of the court reporter or monitor (if known)
- The specific date(s) the matter was heard in court (Month/day/year)
- The specific portion(s) of proceedings requested (for example, a witness, the entire day, orders only, etc.)
- The name, address and telephone number of the person ordering the transcript

The Transcript Order – Non- Appeal form (JD-ES-262) is available at: www.jud2.ct.gov/webforms/forms/es262.pdf. The JD-ES-262 form is also available in the clerks’ offices, court service centers, and court reporters’ offices.

A person who is requesting a transcript may ask for an estimate of how much the transcript will cost before ordering the transcript.

By signing the JD-ES-262 form, the person who is requesting the transcript agrees to pay for the transcript that is ordered.

Ordering and Filing an Appeal Transcript

On or before the date of filing an appeal to the Appellate Court or Supreme Court, order a transcript and an electronic version of a transcript from the official court reporter. The person ordering the transcript must use the Notice of Appeal Transcript Order form (JD-ES-38), and will need to provide the following information:

- The name of the case
- The docket number (if known)
- The name of the Judge/Magistrate/Arbitrator
- The name of the court reporter/monitor (if known)
- The specific date(s) matter was heard in court (Month/day/year)
- The specific portion(s) of proceedings requested (for example, a witness, the entire day, orders only, etc.)
- The name, address and telephone number of the person ordering the transcript

The Notice of Appeal Transcript Order form (JD-ES-38) is available at: www.jud2.ct.gov/webforms/forms/es038.pdf. The JD-ES-38 form is also available in the clerks' offices, court service centers, and court reporters' offices.

A party must make satisfactory arrangements to pay for the transcript according to guidelines established by the Chief Court Administrator, which may require advance payment or a deposit or both.

Supreme Court Transcripts and Appellate Court Transcripts

Transcripts of Supreme Court and Appellate Court proceedings are available by contacting the Official Court Reporter at 101 Lafayette Street, Hartford, CT 06106; Phone: 860-566-3400.

Connecticut Judicial Districts

Submit transcript requests to the attention of the Official Court Reporter in the judicial district where the case was heard.

Ansonia-Milford J.D.

14 West River Street
Milford, CT 06460
Phone: 203-874-8523
Fax: 203-283-8272

Middlesex J.D.

1 Court Street
Middletown, CT 06457
Phone: 860-343-6515
Fax: 860-343-6355

Tolland J.D.

20 Park Street
Rockville, CT 06066
Phone: 860-870-3215
Fax: 860-870-3294

Danbury J.D.

146 White Street
Danbury, CT 06810
Phone: 203-207-8730
Fax: 203-207-8689

New Britain J.D.

20 Franklin Square
New Britain, CT 06051
Phone: 860-515-5380
Fax: 860-515-5382

Waterbury J.D.

300 Grand Street
Waterbury, CT 06702
Phone: 203-591-3336
Fax: 203-591-3343

Fairfield J.D.

1061 Main Street
Bridgeport, CT 06604
Phone: 203-579-7230
Fax: 203-579-7295

New Haven J.D.

235 Church Street
New Haven, CT 06510
Phone: 203-503-6822
Fax: 203-503-6886

Windham J.D.

108 Valley Street
Willimantic 06226
Phone: 860-423-0822
Fax: 860-423-3749

Hartford J.D.

101 Lafayette Street
Hartford, CT 06106
Phone: 860-566-3400
Fax: 860-566-1638

New London J.D.

70 Huntington Street
New London, CT 06320
Phone: 860-442-2655
Fax: 860-444-4827

Litchfield J.D.

15 West Street
Litchfield, CT 06759
Phone: 860-567-4263
Fax: 860-567-2329

Stamford J.D.

123 Hoyt Street
Stamford, CT 06905
Phone: 203-965-5278
Fax: 203-965-5794

Transcript Fees

Connecticut General Statutes and Judicial Branch policies establish the fees that court reporters and monitors charge for transcripts. Transcript rates as of the date of the publication of this brochure are as follows:

Rate for Private Parties

- **Overnight** – available by 5 p.m. on the next business day at \$6.35 per page (except for transcript pages previously produced, for which the rate is \$4.60 per page)
- **Expedited** – available by 5 p.m. on the 5th business day at \$4.75 per page (except for transcript pages previously produced, for which the rate is \$3.50 per page)
- **Regular Or Standard** – processed in order of receipt at \$3.00 per page (except for transcript pages previously produced at the \$3.00 per page rate, for which the rate is \$1.75 per page)

A State sales tax will be collected by the court reporter and monitor on the total cost of all transcripts. The State sales tax as of the date of the publication of this brochure is 6%. State agencies and municipalities are exempt from this sales tax.

For State and Municipal Officials

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.

- **Overnight** – available by 5 p.m. on the next business day at \$4.45 per page (except for transcript pages previously produced, for which the rate is \$1.55 per page)
- **Expedited** – available by 5 p.m. on the 5th business day at \$3.50 per page (except for transcript pages previously produced, for which the rate is \$1.25 per page)
- **Regular Or Standard** – processed in order of receipt at \$2.00 per page (except for transcript pages previously produced at the \$2.00 per page rate, for which the rate is \$0.75 per page)

General Information

A standard transcript format has been developed to ensure equal treatment of all parties requesting court transcripts in Connecticut. The format must be followed by all court reporters and court recording monitors who prepare transcripts of judicial proceedings.

A transcript page is 27 double-spaced lines with 60 spaces available on each line on 8 ½ inch by 11 inch paper (section 51-63(c) of the Connecticut General Statutes).

TRANSCRIPT ORDER — NON-APPEAL

JD-ES-262 Rev. 10-10
C.G.S. § 51-63

SUPERIOR COURT
STATE OF CONNECTICUT
COURT REPORTER'S OFFICE

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, which you can get from the Clerk's Office or Court Service Center.

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		

Please indicate your preference below: Please note that these rates are set under General Statutes § 51-63(c). 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.

Rate for Private Parties

- Expedited** - available by 5 p.m. on the 5th business day at \$4.75 per page (except for transcript pages already produced, in which case the rate is \$3.50 per page)
- Overnight*** - available by 5 p.m. on the next business day at \$6.35 per page (except for transcript pages already produced, in which case the rate is \$4.60 per page)
- Regular or standard - processed in order of receipt at \$3 per page (except for transcript pages already produced at the \$3 per page rate, in which case the rate is \$1.75 per page)

Rate for State and Municipal Officials

- Expedited** - available by 5 p.m. on the 5th business day at \$3.50 per page (except for transcript pages already produced, in which case the rate is \$1.25 per page)
- Overnight*** - available by 5 p.m. on the next business day at \$4.45 per page (except for transcript pages already produced, in which case the rate is \$1.55 per page)
- Regular or standard - processed in order of receipt at \$2 per page (except for transcript pages already produced at the \$2 per page rate, in which case the rate is \$0.75 per page)
- If you would like us to contact you with an estimate of the cost or an estimated delivery date, or both, please check here.

By signing this form, I accept financial responsibility for the transcript I am ordering.

Signature of ordering party: _____

*An expedited transcript is a transcript that the ordering party has specified must be 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.

**An overnight transcript is a transcript that the ordering party has specified must be delivered by the close of the next business day after the business day it was ordered.

***Because of other responsibilities, expedited or overnight delivery may not be possible in some cases.

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA/

For Office Use Only

To: _____
Initials: _____ Date: _____

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA/



www.jud.ct.gov