

**TRANSCRIPT ORDER — NON-APPEAL**

JD-ES-262 Rev. 12-18  
C.G.S. §§ 51-63, 52-259b

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
**COURT REPORTER'S OFFICE**  
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) being ordered (Month/day/year)

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

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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.

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Regular</b> - Processed in the order of receipt.<br><input type="checkbox"/> <b>Standard Expedited</b> - Delivered by the end of business (by 5 p.m.) on the 5th business day after the order was placed.<br><input type="checkbox"/> <b>Next Day Expedited</b> - Delivered by the end of the next business day (by 5 p.m.) after the order was placed.<br><input type="checkbox"/> <b>Next Morning Expedited</b> - Delivered by 9:00 a.m. the next business day after the order was placed, provided the request is made to the Court Reporter's Office <b>by 3:00 p.m.</b> on the prior business day. | <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. |
|---|--|

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 transcript will not be produced unless you specifically asked for it on the *Application for Waiver of Fees* and the court granted it.

	Regular	Expedited*		
		Standard	Next Day	Next Morning
<b>Private Party</b> (must also pay applicable sales tax)	\$3.00 per page (Except for transcript pages already produced at the \$3 per page rate, in which case the rate is \$1.75 per page)	\$4.75 per page (Except for transcript pages already produced, in which case the rate is \$3.50 per page)	\$6.35 per page (Except for transcript pages already produced, in which case the rate is \$4.60 per page)	\$10.00 per page (Except for transcript pages already produced, in which case the rate is \$5.75 per page)
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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: \_\_\_\_\_

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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](http://www.jud.ct.gov/ADA).

**For Office Use Only**

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