

**MAINE JUDICIAL BRANCH**

\_\_\_\_\_  
 Plaintiff  
 V.  
 \_\_\_\_\_  
 Defendant

*"X" the court for filing:*  
 Superior Court    District Court  
 Unified Criminal Docket  
 County: \_\_\_\_\_  
 Location (Town): \_\_\_\_\_  
 Docket No.: \_\_\_\_\_

**TRANSCRIPT AND AUDIO ORDER FORM**

Plaintiff/State Attorney: \_\_\_\_\_ Defendant Attorney \_\_\_\_\_

**Purpose of Transcript or Audio Request:** (*"X" one box*)

1. Appeal – Appeals require paper transcripts unless otherwise ordered by the court. M.R. App. P. 5.  
 Law Court    Superior Court    UCD    Sentence Review Panel    Post-Conviction Review
2. Reference –  Use in another pending case    Personal Reference  
 If for use in another pending case, is there a court imposed due date?    Yes    No  
 If yes, due date (*mm/dd/yyyy*): \_\_\_\_\_

**Type of Request:** (*"X" one box*):

1.  Paper Transcript
2.  Audio Recording (MP3 Recording on CD)

**Payment:** (*"X" one box*)

1.  Private Pay
2.  State Agency
3.  MCILS (Motion for Transcript at State Expense (CV-CR-166) required)
4.  Judicial Branch (Motion for Transcript at State Expense (CV-CR-166) required)

**Please note: A clerk must verify that all of the necessary information is listed below.** Under hearing type, please be specific if you want the entire hearing or just a specific portion of it.

Hearing Date(s) ( <i>mm/dd/yyyy</i> )	Hearing Type	Courtroom	CD Start/End Times, Tape & Index Number or OCR Name
1.			
2.			
3.			
4.			
5.			

Court Clerk Signature: \_\_\_\_\_ Date (*mm/dd/yyyy*): \_\_\_\_\_

**INCOMPLETE FORMS MAY BE RETURNED**

**ADA Notice:** The Maine Judicial Branch complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation contact the Court Access Coordinator, [accessibility@courts.maine.gov](mailto:accessibility@courts.maine.gov), or a court clerk.

**Language Services:** For language assistance and interpreters, contact a court clerk or [interpreters@courts.maine.gov](mailto:interpreters@courts.maine.gov).

**MAINE JUDICIAL BRANCH**

Please write your contact information clearly in the section below. This information is used only to ensure delivery of transcript/audio recordings.

Name of person ordering transcript/recording: \_\_\_\_\_

Firm or Agency and Bar Number (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PLEASE NOTE: Transcripts are generally sent via email. Audio recordings are generally sent via US Mail.** Email delivery of audio can be arranged in some circumstances. If you do not have an email address, the Office of Transcript Operation will need your phone number and mailing address to assist you with receiving your materials.

Date (mm/dd/yyyy): \_\_\_\_\_

▶ \_\_\_\_\_  
Signature of Person Ordering Transcript/Recording

Office of Transcript Operations  
Penobscot Judicial Center  
78 Exchange Street, Suite 200, Bangor, ME 04401  
207-991-6322  
[OTO@courts.maine.gov](mailto:OTO@courts.maine.gov)

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**INSTRUCTIONS FOR ORDERING TRANSCRIPTS**

- A. You must include all of the information requested on the **transcript order form** or the form may be returned and your request will not be acted upon.
- B. The party who will be responsible for the bill must **sign** the order.
- C. If you are requesting that the transcript be provided at no cost or paid for by MCILS, you must complete and attach this form: **Motion for Transcript at State Expense (CV-CR-166)**.
- D. **File** the complete transcript and audio request form with the clerk of court.
- E. The **costs** for transcripts of any court proceedings are specified in Administrative Order JB-05-26.
- F. All transcripts for the Maine Judicial Branch are produced by AVTranz or by Official Court Reporters.
- G. If AVTranz is preparing your transcript, AVTranz will automatically send you an email that includes a cost estimate (based on the 14-day turnaround rate), deposit information, and payment options after they receive your request from the Office of Transcript Operations. If your transcript is being paid for **privately**, you can also opt for 1, 3, 7, 21 and 30-day turnaround. If your transcript is provided at **no cost** to you or is paid by **MCILS**, the standard turnaround is 30 days.
- H. Turnaround times begin once AVTranz receives a digital copy of the audio. When the transcript has been completed, you will receive it by email from AVTranz and, depending on your circumstances, you will either be charged the balance due or issued a refund.

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- I. If an Official Court Reporter is preparing your transcript, s/he will contact you by phone directly to discuss arrangements of payment and a timeframe for completion.
- J. Neither an Official Court Reporter nor the Office of Transcript Operations is responsible for delay in transcript production or for requesting additional time to obtain a transcript if you fail to comply with these procedures.

**APPEAL ORDERS:** If you are ordering a transcript as part of an appeal, you must file the order with the clerk of the trial court when you file the Notice of Appeal. Once it is completed, the transcript will be filed with the appropriate court and a copy of the transcript will be delivered to you.

**REFERENCE ORDERS:** If you are ordering a transcript for reference purposes, you must file the order with the clerk of the trial court. The clerk will then forward it to the Official Court Reporter and/or the Office of Transcript Operations.

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