

MAINE JUDICIAL BRANCH

Complete the caption that applies to your case:

☐ _____ Plaintiff/Petitioner

V.

_____ Defendant/Respondent

_____ Other Party

"X" the court for filing:

☐ Superior Court ☐ District Court

☐ Unified Criminal Docket

County: _____

Location (Town): _____

Docket No.: _____

OR

☐ IN RE: _____

TRANSCRIPT AND AUDIO ORDER FORM

Plaintiff/State Attorney at hearing: _____

Defendant Attorney at hearing: _____

GAL at hearing: _____

Others present at hearing: _____

Purpose of Transcript or Audio Request (check one)

- ☐ Appeal: ☐ Law Court ☐ Superior Court ☐ Sentence Review Panel ☐ Post-Conviction Review
(Appeals require paper transcripts unless otherwise ordered by the court, per M.R. App. P. 5. This form, along with the Notice of Appeal, must be filed with the clerk of the court.)
- ☐ Reference: ☐ Personal Reference ☐ For use in another pending case(s): Docket No.: _____

If for use in another pending case(s): Is there a court imposed due date? ☐ Yes ☐ No

If "Yes": Date due (mm/dd/yyyy): _____

Type of Request (check all that apply)

- ☐ Paper Transcript (Required for appeals unless otherwise ordered by the court. M. R. App. P. 5)
- ☐ MP3 Audio Recording (\$50 via email, or CD with additional \$5.00 to mail)

Payment (check one)

- ☐ Private Pay and State Agency (Office of the Attorney General, District Attorney, etc.)
- ☐ MCPDS (Must also file form CV-CR-166, Motion for Transcript at State Expense)
- ☐ Judicial Branch (Must also file form CV-CR-166, Motion for Transcript at State Expense)
- ☐ Probate Court (Must have Probate Court approval)

The Court must verify that all of the necessary information is listed below. Under hearing type, indicate if you want the entire hearing or just a specific portion of it. Attach additional sheets, if needed.

Hearing Date(s) (mm/dd/yyyy)	Hearing Type	Courtroom	<u>Internal Use Only:</u> Tape Numbers, Start/End Times or OCR Name
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Date (mm/dd/yyyy): _____

Court Signature: ► _____

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, or a court clerk.

Language Services: For language assistance and interpreters, contact a court clerk or interpreters@courts.maine.gov.

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INCOMPLETE FORMS WILL BE RETURNED

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 (if applicable): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Paper transcripts are generally sent via email. **Audio orders** are sent via email but can be sent as Mp3 audio recordings on a CD through US Mail for an additional \$5.00. The same \$50.00 fee applies to either format. If you do not have an email address, the Office of Transcript Operations will need your phone number and mailing address to ensure you receive your materials.

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

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INSTRUCTIONS FOR ORDERING TRANSCRIPTS OR AUDIO RECORDINGS

1. You must include all of the information requested on the transcript and audio order form or the form may be returned, and your request will not be acted upon.
2. If you are requesting that the transcript or audio be provided at no cost or paid for by MCPDS, you must complete and attach to this form a **Motion for Transcript at State Expense** (CV-CR-166). The costs for transcripts of any court proceedings are specified in Administrative Order JB-05-26.
3. **File** the completed transcript and audio request form with the clerk of court.
4. All transcripts for the Maine Judicial Branch are produced by eScribers or by Official Court Reporters.
5. If eScribers is preparing your transcript, eScribers will automatically send you an email that includes a cost estimate, 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 opt for 1, 3, 7, 14, 21 and 30-day turnaround. If your transcript is provided at no cost to you, the standard turnaround is 30 days.
6. Turnaround times begin once eScribers receives a digital copy of the audio from the Office of Transcript Operations. When the transcript has been completed, you will receive it by email from eScribers and, depending on your circumstances, you will either be charged the balance due or issued a refund.
7. If an **Official Court Reporter** is preparing your transcript, the court reporter will contact you directly to discuss payment arrangements and a timeframe for completion.
8. **Audio orders** are a duplicate mp3 recording of any official court proceeding which have been electronically recorded and will be provided within seven (7) business days, upon payment of \$50.00 + \$5.00 mailing fee (if requested) by the Office of Transcript Operations.
9. 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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