

# Written Transcript Information and Request Form

## INFORMATION/INSTRUCTIONS

- Written transcripts of non-confidential, recorded court proceedings can be obtained from the Jackson County Circuit Court, through the Transcript Coordinator.
- The cost is usually between \$3 and \$3.50 per page, and it works out to approximately one page per minute of hearing time.
- Once the Transcript Coordinator receives your request, she will assign it to an outside transcriber, who will then contact you with the estimated cost.
- To obtain a written transcript, please fill out this form and submit it to: *Jackson County Circuit Court, Attn: Transcript Coordinator, 100 South Oakdale Ave., Medford, OR 97501.*
- If you have further questions, you may telephone the Transcript Coordinator at (541) 776-7171 x 290.
- You may typically expect a three-day turnaround from the time the Transcript Coordinator receives your request to when it is forwarded to a transcriber to be typewritten.
- Transcripts may take several days to several weeks to complete, depending on the complexity or length of the hearing or trial. You may request that your transcript be expedited, but the transcriber will charge you a higher amount per page.

## THIS SECTION TO BE COMPLETED BY THE PERSON MAKING THE REQUEST

**TODAY'S DATE:**

**EXPEDITE?**    ~    *yes*                      ~    *no*

**PERSON MAKING REQUEST:**

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**PHONE NUMBER:**

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If long distance, may we call you collect (in case of further inquiry)?

~    *yes*                      ~    *no*

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**CASE NAME:**

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**CASE NUMBER(s):**

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**DATE(s) COURT PROCEEDING WAS HELD:**

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**SPECIAL INSTRUCTIONS:**

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## THIS SECTION TO BE USED BY THE TRANSCRIPT COORDINATOR

Date Received by Transcript Coordinator	Date routed to Transcriber	Transcriber Name	Notes