

Please return via email to: ksledge@19thjdc.org
Direct Line (225) 388-2380



**NINETEENTH JUDICIAL DISTRICT COURT
EAST BATON ROUGE PARISH**

**Date by which transcript
is needed** _____
If ASAP, State Reason _____

300 NORTH BOULEVARD
BATON ROUGE, LOUISIANA 70801
TELEPHONE (225) 389-4744
FAX (225) 389-4774

REQUEST FOR TRANSCRIPT

I hereby request that the court reporter furnish a transcript of _____ held
(Specify type hearing or trial)

In suit number _____, entitled _____,
(Case Number) (Case Name)

held on _____ in Section _____ before Judge _____.
(Date)

YOUR SIGNATURE BELOW SIGNIFIES THAT YOU ARE OBLIGATED TO PAY FOR THE ESTIMATED COST OF THE TRANSCRIPTION SERVICES BEFORE THE TRANSCRIPT IS PREPARED. PLEASE NOTE IT IS NOT GUARANTEED THAT THE DATE YOU SPECIFIED WILL BE MET, AS WE DO NOT DO EXPEDITED REQUEST AND THE AMOUNT OF TIME FOR THE REPORTER TO COMPLETE A TRANSCRIPT IS TYPICALLY 30-60 DAYS FROM THE DATE OF RECEIPT OF PAYMENT. PLEASE ALSO NOTE THAT THIS IS NOT A REQUEST FOR A TRANSCRIPT FOR AN APPEAL. IF YOU WANT A TRANSCRIPT TO GO TO THE APPEALS DEPARTMENT, PLEASE SEE THE APPEALS DEPARTMENT, AS YOU WILL BE BILLED FROM THIS OFFICE AND THE APPEALS OFFICE.

I understand that should I decide I do not need said transcript, I will notify the Judicial Administrator's office immediately by phone and follow up either by email or by fax, (address and fax number listed above). If the transcript is not yet completed, I will be entitled to a refund for only the pages that have not been typed and I will be responsible for payment of all work completed up to the date of notification in writing.

Baton Rouge, Louisiana, this _____ day of _____, 20____.

NAME _____

STREET _____

TELEPHONE _____

CITY, STATE, ZIP _____

SIGNATURE OF PERSON REQUESTING TRANSCRIPT _____

Please provide email address _____

YOU MUST PAY THE ESTIMATED COST OF THE TRANSCRIPT IN ADVANCE (PAYABLE TO JUDICIAL EXPENSE FUND). THE COURT REPORTER WILL NOT ADD THE TRANSCRIPT TO THE "TO-DO" LIST UNTIL THE COURT RECEIVES THE ESTIMATED FUNDS.

FOR 19TH JDC COURT REPORTER USE ONLY

ESTIMATED NUMBER OF PAGES _____

DATE ESTIMATED _____

ACTUAL NUMBER OF PAGES _____

DATE FUNDS RECEIVED _____

TO BE BILLED AT THE FOLLOWING RATE:

____ Original Appeal (\$4.00 per page) plus ____ copies (each copy of an appeal is \$1.50 per page)

____ Copy of Appeal (\$1.50 per page)

____ Special Request (\$6.50 per page)

____ Copy of Special Request (\$2.00 per page)

INDIGENT

NON-INDIGENT

Transcript Request Procedures

1. THIS IS **NOT** A REQUEST FOR A TRANSCRIPT FOR AN APPEAL. IF YOU WANT A TRANSCRIPT TO GO TO THE APPEALS DEPARTMENT. PLEASE SEE THE APPEALS DEPARTMENT, AS YOU WILL BE BILLED FROM THIS OFFICE FOR THIS TRANSCRIPT AND THE APPEALS OFFICE FOR TRANSCRIPTS THAT ACCOMPANY THE APPEAL. THIS REQUEST IS FOR A TRANSCRIPT FOR YOU PERSONALLY.
2. Obtain a transcript request form from our website at www.19thjdc.org and email it to Kim Sledge at ksledge@19thjdc.org. If you have any questions, Kim Sledge can be reached by phone 225-389-4744 or by e-mail at ksledge@19thjdc.org
3. Complete and sign the form. If you are requesting testimony from more than one date in the same case, you can use one form. However, if you are requesting testimony from more than one case, you must use one form per case.
4. Submit the completed/signed request form to Kim Sledge by email it to Kim's email address.
5. Kim will contact the Court Reporter to get an estimate, and once she obtains the estimate, she will contact you.
6. The estimated fee must be paid (payable to JUDICIAL EXPENSE FUND) before the court reporter adds the request to her "to-do" list. The court accepts the following methods of payment:

PERSONAL CHECKS AND CASH ARE NOT ACCEPTED.

Firm/company check – payable to JUDICIAL EXPENSE FUND

Cashier's check

Money order

Credit Card – MasterCard, Visa or Discover. Note that a fee of \$6.00 or 3.75% (whichever is greater) will be added to the estimated cost.

7. Once the estimated cost IS RECEIVED, the transcript request will be placed on the court reporter's "to-do" list. The estimated amount (payable to JUDICIAL EXPENSE FUND) can be mailed to the following address:

19th Judicial District Court
ATT: JUDICIAL EXPENSE FUND
300 North Blvd.
Suite 3602
Baton Rouge, LA 70801

8. The amount of time for the reporter to complete a transcript is typically within 30-60 days from the date of receipt of payment, excluding holidays and other things out of the Court Reporter's Control (i.e. illness, weather, computer issues, appeals, court dates, etc.). We do not have an "expedited transcript" procedure, but you if need the transcript earlier than the normal time frame, please so indicate in the space at the top of the request form and the Court Reporter will do her best to accommodate that time, but please keep in mind that it is not guaranteed.
9. Once the transcript is completed, the Court Reporter will deliver it to Kim Sledge, who will prepare an invoice and send it electronically to the requester. If the estimate turns out to be higher than the actual cost, a refund will be requested and mailed. If the estimate was lower than the actual cost, the remaining balance will be collected before the transcript is released.