

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



NINETEENTH JUDICIAL DISTRICT COURT
EAST BATON ROUGE PARISH

REQUEST FOR TRANSCRIPT

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

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

held on _____ before Judge _____.
(Date)

- This is NOT a transcript request for an Appeal. All Appeal transcript requests must be obtained from the Appeals Department. Their contact number is 225-389-4751.
- If a transcript is needed for a Writ, please attach a copy of the signed Order stating the date in which the Writ is due.
- If a previously requested transcript is no longer needed, please notify Judicial Administration **immediately** at 225-389-4744. Our office will also need written documentation of the canceled request sent via email to ksledge@19thjdc.org or via fax to 225-389-4774. You will be responsible for payment of pages already typed up to the date of the written cancellation.

YOU MUST PAY ESTIMATED COSTS FOR TRANSCRIPT REQUESTS IN ADVANCE. THE COURT REPORTER WILL NOT ADD THE REQUEST IN LINE FOR PRODUCTION UNTIL ESTIMATED FUNDS ARE RECEIVED.

REQUESTOR'S NAME

FIRM/AGENCY NAME

TELEPHONE

ADDRESS CITY, STATE ZIP

SIGNATURE

DATE

EMAIL

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)

___ Original Request (\$6.50 per page)

___ Copy of Original Request (\$2.00 per page)

INDIGENT ___ NON-INDIGENT ___

Transcript Request Procedures

- I. Obtain a transcript request form from our website at www.19thjdc.org and email the completed form to ksledge@19thjdc.org.
 - a. If you are requesting testimony from more than one **date in the same case, please use one form.**
 - b. If you are requesting testimony from more than one **case, please use one form per case.**
- II. Upon receipt, the designated Court Reporter will be notified to provide an estimated cost.
- III. Estimated funds must be paid before the Court Reporter can begin the production process. Transcript requests or invoices must be submitted with payment to ensure funds are applied correctly. Payment methods include:
 - Firm/Company Check (payable to *Judicial Expense Fund*)
 - Cashier's Check
 - Money Order
 - Credit Card (MasterCard, Visa or Discover. A processing fee of \$6.00 or 3.75% (whichever is greater) will be added to the estimated cost.)

PERSONAL CHECKS AND CASH ARE NOT ACCEPTED

- IV. We **DO NOT** have an “expedited transcript” procedure.
- V. You will be notified when the transcript is complete.
- VI. If you choose to mail the Transcript Request and/or payment for estimated costs, please use the following address:

19th Judicial District Court
Attn: Judicial Expense Fund
300 North Blvd.
Suite 3602
Baton Rouge, LA 70801