

Request for Transcript

Transcripts must be ordered online at www.utcourts.gov. You may use this form **only** if you do not have access to a computer. Mail or hand deliver this form to:

Transcript Coordinator
 450 S State Street, 5th Floor
 PO Box 140230
 Salt Lake City, UT 84114

_____ Name	_____ Court Location
_____ Address	_____ Case Name
_____ City, State, Zip	_____ Trial Court Case Number
_____ Phone	_____ Appellate Court Case Number
_____ Email	

To: Transcript Coordinator

(1) Please arrange for a transcript of the proceedings (for example, a hearing or trial) held in this case before Judge _____ (name) to be prepared, certified and filed with the trial court. [List as many as you need; attach more sheets if needed]

Date	Proceeding Start Time	Proceeding Stop Time	Courtroom

(2) The transcript [] is [] is not for an appeal.

Date

Sign here ► _____

Typed or Printed Name _____

Certificate of Service

I certify that on _____ (date) a copy of this Transcript Request was served on all parties listed here by the method indicated below:

Mailed	Emailed	Hand-delivered	Name	Mailing or Email Address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

_____ Sign here ► _____
Date
Typed or Printed Name _____