

REQUEST FOR CD-ROM AND/OR REQUEST FOR PAPER TRANSCRIPT

CD-ROM OF PROCEEDINGS

TRANSCRIPT

See Page 2 for instructions for completing this Request Form

	GENERAL DIVISION CASE NUMBER(S)	COURTROOM NUMBER(S)
V PLAINTIFF	COURT OF APPEALS CASE NUMBER	JUDGE
	DEFENDANT	JUDICIAL ASSISTANT

SECTION A

APPOINTED COUNSEL

TYPE OF PROCEEDING	DATE(S)	PLEASE INDICATE A REASON WHERE REQUESTED
HEARING (Indicate hearing type)		
OPENING STATMENTS <input type="checkbox"/>		REASON:
VOIR DIRE <input type="checkbox"/>		REASON:
CLOSING ARGUMENT(S) <input type="checkbox"/>		REASON:
JURY CHARGE <input type="checkbox"/>		REASON:
TESTIMONY <input type="checkbox"/>		/
PLEA <input type="checkbox"/>		
SENTENCING <input type="checkbox"/>		

ALL PORTIONS OF THE TRANSCRIPT ARE ORDERED **ONLY** WHEN AN ANDERS BRIEF WILL BE SUBMITTED.

SECTION B

RETAINED COUNSEL/SELF REPRESENTED PARTY

TYPE OF PROCEEDING	DATE(S)

PAYMENT RESPONSIBILITY

I REQUEST THE ABOVE PROCEEDINGS BE PREPARED IN CD-ROM FORMAT. I UNDERSTAND I AM RESPONSIBLE FOR OBTAINING A PAPER TRANSCRIPT OF THE PROCEEDINGS AND ANY COSTS ASSOCIATED WITH THE PREPARATION OF SUCH A TRANSCRIPT.

SIGNATURE

DATE

RECIPIENT

Name	
Telephone:	E-Mail (mandatory for pdf delivery)
INDIGENT DEFENDANT	CD-ROM <input type="checkbox"/> PDF/TRANSCRIPT <input type="checkbox"/>

WILL BE PROVIDED AT STATE EXPENSE:

JUDGE SIGNATURE

DATE

# of CD-ROMS Duplicated	
CD(s) sent to Room 103	Date
CD(s) filed with Clerk	
CD(s) to recipient	

JUDICIAL ASSISTANT

DATE

INSTRUCTIONS FOR COMPLETING THIS DOCUMENT

The information in this document is utilized, and relied upon, by several departments of the Montgomery County Common Pleas Court, General Division. It is important that you provide as much information as possible. If you have any questions, please contact the Judicial Assistant or court staff in Room 103. This form can be filled out on-line and printed or downloaded.

APPOINTED COUNSEL (APPEAL)

Check "CD-ROM of Proceedings" if you are requesting a copy of the audio/video recording of proceedings.

Check "Transcript" if you are requesting that a paper transcript be prepared from the audio/video recordings.

Complete the caption, including case number(s), etc.

1 Complete Section A for Appointed Counsel. Leave Section B blank.

Complete the Recipient section (DO NOT FORGET YOUR E-MAIL ADDRESS).

Attach the Appointment of Counsel Entry.

Submit the completed form, with the Entry, to the JA for the appropriate judge.

The JA will prepare CD-ROM(s) and deliver it/them to Room 103 for further processing.

When complete, a paper transcript will be filed with the Court of Appeals.

Court staff will e-mail a pdf (electronic) transcript to you and the prosecutor.

APPOINTED COUNSEL (NON-APPEAL)

Check box at top of form "Request for CD-ROM(s) of Proceedings".

Complete the caption area, including case number(s), etc.

Complete Section A for appointed counsel. Leave Section B blank.

Complete the Recipient section.

Attach the Appointment of Counsel Entry.

2 Submit the completed form, with the Entry, to the JA for the appropriate judge.

The JA will prepare CD-ROM(s) and deliver it/them to Room 103.

You will be notified by court staff when the CD-ROM(s) is/are ready for pickup.

IF YOU NEED A TRANSCRIPT PREPARED FOR NON-APPEAL PURPOSES, YOU MUST FILE A MOTION WITH THE APPROPRIATE JUDGE STATING THE REASON(S) AND CHECK THE BOX, "REQUEST FOR TRANSCRIPT." IF THE MOTION IS APPROVED, THE TRANSCRIPT WILL BE DELIVERED, VIA E-MAIL, IN PDF FORMAT.

RETAINED COUNSEL OR NON-INDIGENT SELF-REPRESENTED PARTY

Check box at top of form "Request for CD-ROM(s) of Proceedings".

Complete the caption area, including case number(s), etc.

Leave Section A blank.

3 Complete Section B, and sign and date the paragraph concerning Payment Responsibility.

Complete the Recipient section.

Submit the completed form to the JA for the appropriate judge.

The JA will prepare CD-ROM(s) and deliver it/them to Room 103.

You will be notified by court staff in Room 103 when your CD-ROM(s) is/are ready for pickup.