

COURT TRANSCRIPTS

How To Order a Transcript.

Put your request in writing and include the following information:

- **Case Caption i.e. State v. Jane Rowe; Jack Frost v. Rose Snow**
- **File Number (Case Number)**
- **Date of Hearing**
- **Type of Hearing i.e. Initial Appearance, Plea, Jury Trial, Sentencing, Final Hearing, Probable Cause Hearing, Motion Hearing, etc.**
- **Portion of Hearing you are requesting, i.e. Court's Findings, Testimony of a Particular Witness(es); Argument of Counsel; or Entire Transcript**
- **Date needed by (*Rush-hearing coming up soon; **ordinary course of workload, etc.)**
- **Name, address and telephone number of person responsible for payment of transcript**
- **Name, address and telephone number of person to receive transcript**

Cost of Transcript:

- **The number of pages of the transcript ordered determines the costs of the transcript.**
- **All Original transcripts stay in the court file.**
- **The first person to order a transcript is responsible for the cost of the original and their copy (original + 1 copy)**
- **If an appeal has been filed, the appellant must pay for the original and ALL copies (a copy for each appelle/respondent)**
- **The price per page is set by State Statute. The cost for the private bar (retained counsel) and lay persons is \$2.25 per page for the original and \$.50 per page for each copy ordered.**
- **The cost for a RUSH request is \$3.00 per page for the original and \$.75 per page for each copy ordered.**
- **Payment is required in advance for private party requests. Please contact Carol for an estimated cost of the transcript you are interested in obtaining.**
- ***Rush – transcript done within 7 days (if no other shorter statutory time limit applies)**
- ****Ordinary course of workload – will be done in the order received and after any requests which may have statutory time limit restriction which would require me to do a transcript out of order.**
- **For an estimate on the cost of a transcript, please call (608)326-0215**
- **Please make checks payable to: CAROL HOBART**
- **Mailing address: Carol Hobart
Crawford Co. Court Reporter
220 N. Beaumont Rd.
Prairie du Chien, WI. 53821**

