

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 costs 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 appellee/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 \$0.50 per page for each copy ordered.
- The cost for a **RUSH** request is \$3.00 per page for the original and \$0.75 per page for each copy ordered.
- Payment is required in advance for private party requests. Please contact Jessica Bird for an estimated cost of the transcript you are interested in obtaining.
- *Rush – Transcript done within 7 business 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 a statutory time limit restriction that 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 Cashier's Check/Money Order payable to: JESSICA BIRD.
- Mailing address: Jessica Bird, 220 N. Beaumont Road, Prairie du Chien, WI 53821.