

TRANSCRIPT REQUEST FORM
Oneida Judiciary

PLEASE READ

It is the policy of the Oneida Judiciary that transcripts shall be the only source of the record of court proceedings. In order to obtain a transcript of a court proceeding held, please complete the following:

Use. Use this form to order the transcription of proceedings. Complete a separate order form for each case number for which transcripts are ordered.

Submitting to the Court. Submit the form in the format required by the court. (No e-mails will be accepted.)

Prepayment Fee. The court will notify you the estimated amount of the required prepayment fee. Upon receipt of the prepayment, the court will initiate the process of the order. Transcripts can be payable by cash, check or money order. Made payable to: Oneida Judiciary

Delivery Time. Delivery time is computed from the date of receipt of the prepayment fee. The court will notify you the estimated number of days to complete the transcript as requested.

Completion of Order. The court will notify you when the transcript is completed.

Balance Due. If the prepayment fee was insufficient to cover all charges, the court will notify you of the balance due which must be paid prior to receiving the completed order. An invoice with the actual number of pages transcribed will be provided.

****PLEASE NOTE ****

*If the number pages are more than what was originally estimated, payment for any additional pages must be paid before release of the document.

* If the number of pages is less than what originally estimated and balance is due to you, we will process a reimbursement through the Oneida Tribe Accounting Department.

Oneida Judiciary

TRANSCRIPT REQUEST FORM

REQUESTOR INFORMATION

Name: _____

Date of Request: _____

Address: _____

Street address

City, State, Zip code

Phone Number: _(_____)_____

E-Mail Address: _____

CASE INFORMATION

Court Case Number: (ex: 12-TC-123) _____

Case Name: (ex: People v. J. Doe) _____

Date(s) of Hearing _____

Specific portion(s) of proceedings (for example, partial, a witness, the entire day, etc.):

By signing this form, I accept financial responsibility for the transcript I am ordering.

Signature of ordering party

Transcripts are payable by cash, check or money order. Make checks payable to: Oneida Judiciary