



48th Circuit Court and Family Court
TRANSCRIPT REQUEST FORM

Court Address: 113 Chestnut Street, Allegan, MI 49010

Court Phone Number: (269) 673-0300

1. Date of Request: _____

2. Requested By: _____

Name

Address

Cell Phone

Home Phone

Business Phone

3. Email: _____

Requestor is a Court Appointed Attorney (transcript cost is paid by the Court)

I request a transcript of the following court event(s) for this case. I understand the original transcript will be filed with the court and I will receive a copy. The statutory fee for transcript production is \$1.75 per page for the original transcript and \$0.30 per page for each required copy of the transcript. I understand that I must pay for all transcripts prepared because of this request and that all financial arrangements are handled with the transcriptionist, not the court.

Requestor's Signature

Date

4. Case Number: _____

5. Party Name(s): _____ v. _____ OR
Plaintiff Defendant

In the matter of: _____

6. Date of Court Event: _____
Judge/Referee: _____
Time of Event: _____
Type of Hearing: _____
Date Transcript Needed: _____
 Transcript Needed for Appeal

7. Date of Court Event: _____
Judge/Referee: _____
Time of Event: _____
Type of Hearing: _____
Date Transcript Needed: _____
 Transcript Needed for Appeal

8. Date of Court Event: _____
Judge/Referee: _____
Time of Event: _____
Type of Hearing: _____
Date Transcript Needed: _____
 Transcript Needed for Appeal

*Please attach a second sheet for any additional requests as needed.

Submit Transcript Request form to: 48th Circuit Court, Transcript Coordinator
via email at: jbrink@allegancounty.org

For Court Use Only

CER Assigned: _____

CER Email: _____

Date Assigned: _____

CER Phone: _____

For CER Use Only

Date Completed: _____

Date Withdrawn: _____