



**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](mailto:jbrink@allegancounty.org)

**For Court Use Only**

CER Assigned: \_\_\_\_\_

CER Email: \_\_\_\_\_

Date Assigned: \_\_\_\_\_

CER Phone: \_\_\_\_\_

**For CER Use Only**

Date Completed: \_\_\_\_\_

Date Withdrawn: \_\_\_\_\_