

**Court of Common Pleas
Ashtabula County, Ohio**

JUDGE DAVID A. SCHROEDER

TRANSCRIPT REQUEST

I hereby request that the Court prepare a transcript of the following proceedings held in this Court:

Case Name: _____

Case Number: _____

Date(s) of Hearing: _____

Portions of hearing desired: _____

For Jury Trials, include voir dire:

☐ YES

☐ NO

Person responsible for payment: _____

If an appeal is being filed, a typed transcript must be prepared by the Court Transcriptionist. Arrangements for payment for typed transcripts are made directly with the Court Transcriptionist preparing it. Once the transcript is requested, the Court Transcriptionist will provide an estimated fee. Fifty percent (50%) of the estimated fee must be paid in advance to prepare the transcript. Once the transcript is completed, the balance due must then be paid in order for the transcript to be released and/or filed with the Court.

If payment in advance has not been received for the cost of preparing the transcript within fourteen (14) days, and no court order has been issued for the transcript to be prepared at the State's expense, no further action will be taken.

Person ordering the transcript: _____

Relationship to parties: _____

Date ordered: _____

Address: _____

Phone Number: _____

Email Address: _____

Signature: _____