

STATE OF MICHIGAN
 DISTRICT COURT FOR THE EIGHTY-SECOND JUDICIAL DISTRICT
 500 Lake Street
 Roscommon, MI 48653

TRANSCRIPT ORDER FORM

Order Party: Name, Address and Telephone Number

Name: _____

Firm: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Plaintiff/Defendant Name: _____ **v**

Case Number: _____

Date of Proceeding: _____

Judge: _____

Type of Proceeding: *(i.e., plea, sentence, motion)* _____

Transcript request is: (please check)

For Appeal

Not for Appeal

Turn Around Time: (please check)

Regular – 56 calendar days

On Appeal – statutory time

Week – 7 calendar days*

Expedite – *(less than 7 days)* specify: ___ days*

**Denotes extra fee, if available. Rate given by Recorder.*

Signature of Ordering Party: _____

Date: _____

By signing, I certify that I will pay all charges upon completion of the transcript request.

TO BE COMPLETED BY COURT: Estimated no. of pages: _____ Deposit Fee Required: _____	PAYMENT Deposit amount: _____ Date received: _____ Method: _____ CK/MO # _____
Transcript Furnished on: _____ In-person First-Class Mail Electronically	Total no. of pages: _____ Total Cost: _____ BALANCE DUE: _____ Balance received: _____ Method: _____ CK/MO # _____

Instructions

Use. Use this form to order transcript of proceedings. Complete a separate order form for each hearing date for which transcript is ordered.

Completion. Complete the entire order form. Do *not* complete the shaded area which is for the Recorder’s use.

Deposit Fee. The Recorder will notify you of the amount of the required deposit fee. Upon receipt of the deposit, the Recorder will process the order.

Accepted Payment Method. Payment may be made in the form of cash, money order, or check. **No** credit card payments are accepted. Please make check/money order payable to: **Danielle L. Janisse.**

Delivery Time. Delivery time is computed from the date of the receipt of the deposit fee.

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

Balance Due. If the deposit fee was insufficient to cover all charges, the Recorder will notify you of the balance due which must be paid to the Recorder prior to receiving the completed transcript.