

CIRCUIT COURT FOR HOWARD COUNTY

9250 Judicial Way

Ellicott City, MD 21043

Court Reporting Office 410.313.2064

TRANSCRIPT/COURTROOM AUDIO REQUEST FORM

This form MUST be completed and filed with the Clerk's Office.

CASE INFORMATION:

Case Number (one case per form):	
Case Name:	
Date (s) of proceedings requested:	
Name of hearing officer:	

REQUEST:

Requesting Party's Name/Organization:	
Date:	
Address:	
Phone Number:	
E-mail:	

- Request for:
 - Transcript
 - CD/Flash Drive
 - Both a transcript and a CD/Flash Drive
- Is this for the purpose of filling an appeal? Yes No
- Is this for the purpose of filling Exceptions? Yes No
- What is the latest date you will accept the transcript? _____ (This does not guarantee receipt of transcript by stated date. This information will allow court to determine if the transcript CAN BE completed by said date and if expediated page rates apply.)
- Transcript Costs** are listed on page 2 of this document. Within 7 days of this request, the estimated cost, deposit requirements and expected delivery date will be provided to the requesting party. Transcript work will not begin until the deposit is received. Transcripts will not be delivered until paid in full.
- CD/Flash Drive** will be provided to the requesting party after this Request Form (including the Limited Use Agreement below) is **signed and filed in the Clerk's Office AND a check or money order for \$25.00 (per hearing date) payable to Director of Finance, Howard County is mailed** directly to: Court Reporting Office, Circuit Court for Howard County, 9250 Judicial Way, Ellicott City, MD 21043. If the Request Form is NOT filed in the clerk's office, the check will be returned, and the request will not be processed. Payment for a CD/Flash Drive is not accepted through MDEC. The CD/Flash drive will be available within 2-3 days.

Limited Use Agreement: The Court is providing an electronic recording of a Circuit Court proceeding to the undersigned for the limited purpose of verification of testimony. They may not be used as the official court record in the place of a transcript. This CD was prepared from the original digital recording of the court proceedings. However, this CD is not certified for court use. Duplication is prohibited. Only transcripts prepared and certified by court approved court reporters are deemed official and can be admitted as evidence.

By signing this document, I am acknowledging that I have read the above and agree to abide by its terms. Additionally, Maryland Criminal Procedure Article § 1-201 provides that a person may not broadcast any proceeding in a criminal matter and agree that I will not broadcast, copy, transfer, or otherwise electronically transmit to any person any recording of any criminal proceeding, and that any willful violation may be punishable as contempt.

SIGNATURE OF THE REQUESTOR: _____

TRANSCRIPT RATES

Pursuant to the September 10, 2021 Court of Appeals Administrative Order Setting Maximum Transcription Costs, and Maryland Rule 16-505, effective immediately, the page rates for producing transcripts are as follows:

The **regular page rate** charges for producing transcripts:

1. For the paper original of a transcript: \$3.00 per page.
2. For the paper first copy: \$0.50 per page.
3. For the paper second copy: \$0.25 per page.
4. For the paper original of a transcript and an electronic copy: \$3.75 per page.

Expedited Delivery. Expedited delivery is delivery within 21 days. Within 24 hours of the request the Court Reporter's office will contact requestor with the estimated cost, deposit requirements, whether expedited date of delivery is possible and expected date of delivery. The availability of expedited delivery is not guaranteed. The expedited page rate charges for producing transcripts:

1. Twenty-one (21) day delivery: \$3.75 per page for the paper original transcript and \$0.50 per page for the first copy, which may be paper or an electronic copy.
2. Fifteen (15) day delivery: \$4.50 per page for the paper original transcript and \$0.50 per page for the first copy, which may be paper or an electronic copy.
3. Ten (10) day delivery: \$5.00 per page for the paper original transcript and \$0.50 per page for the first copy, which may be paper or an electronic copy.
4. Five (5) day delivery: \$6.00 per page for the paper original transcript and \$0.50 per page for the first copy, which may be paper or an electronic copy.

In the instance in which an order for an expedited transcript is delivered untimely, unless otherwise governed by an existing contract, the customer shall be charged the lower expedited rate consistent with the actual time of delivery, unless the customer determines to cancel the order for that transcript.

Payment for transcripts or CD/Flash Drive are not accepted through MDEC.

For more information or if you or if you have questions concerning a transcript, please contact:

Court Reporting Office
Circuit Court for Howard County
9250 Judicial Way
Ellicott City, MD 21043
transcripts.howardcircuit@mdcourts.gov
Telephone: 410-313-2064