

CIRCUIT COURT FOR WASHINGTON COUNTY  
COURT REPORTING SERVICES

REQUEST FOR TRANSCRIPT

DATE: \_\_\_\_\_

All requests must be made to the court reporter assigned to the judge/magistrate who presided over the hearing.

Requests in Writing should be addressed to the Appropriate court reporter at the below address:

24 Summit Avenue  
Hagerstown, MD 21740

*Payment will be coordinated with the Court Reporter. Please call the assigned court reporter for more information.*

**Court Reporters:**

Tracy Zamora (Hon. Brett R. Wilson) 240-313- 2548  
Kelly Pierce (Hon. Dana Moylan Wright) 240-313-2519  
Dee Barnhart (Hon. Viki M. Pauler) 240-313-2554  
Debra Kline (Hon. Mark K. Boyer) 240-313-2547  
Linde Cessna (Hon. Andrew F. Wilkinson) 240-313-2564  
Tressa Clifford (Hon. Joseph S. Michael) 240-313-2544  
Sandra Faith (Magistrate G. Clair Baker) 240-313-2574

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

DATE(S) OF PROCEEDINGS: \_\_\_\_\_

JUDGE/MAGISTRATE: \_\_\_\_\_

FOR APPEAL: \_\_\_\_\_ OTHER: \_\_\_\_\_

DUE DATE: \_\_\_\_\_ NUMBER OF COPIES: \_\_\_\_\_

ESTIMATE REQUIRED BEFORE TRANSCRIPTION: YES \_\_\_\_\_ NO \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

BILL TO NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Are you a party or an attorney representing a party in this case? YES: \_\_\_\_\_ NO: \_\_\_\_\_

**NOTE:** All appeals require an original and one copy for each party. You must indicate on the form if this is an appeal to ensure that the original transcript is properly filed with the Clerk's office. In the event that you purchased a transcript for a case that was originally not in appeal status, and it later becomes an appeal, you must fill out another order form indicating so.

Internal Office Use Only:  
Case Number checked against expungement database. Initials: \_\_\_\_\_