

SUPERIOR COURT OF THE VIRGIN ISLANDS
TRANSCRIPT REQUEST FORM

[This form is required when requesting Transcripts, to include transcript requests **Not** Connected With An Appeal and Transcripts In Appointed Cases, as well as transcripts for hearing where electronic reporting (FTR) was used. Forms Must be Submitted to the Court Reporting Supervisor in the respective District and a Copy Submitted to the Clerk of Court and the Clerk in the Respective Division for Entry Onto the Docket]

THE COURT / PLAINTIFF / DEFENDANT (S) (circle one) HEREBY ORDERS A TRANSCRIPT OF THE PROCEEDINGS, AS DESCRIBED BELOW:

Case No. _____

Case Type: _____
(Civ., Crim., Fam., Prob., Small Claims, Traffic, Other)

Caption: _____

Date(s) of Hearing/Proceeding: _____

Type of Proceeding To Be Transcribed: _____
(i.e. Small Claims, Criminal Bench Tr., Jury Trial, Hearing on Motion, Sentencing, etc.)

Special Requests (Note specifically any portions of proceeding **NOT** to be transcribed or any other limitations or special requests affecting the transcript):

COURT REPORTER: _____

Expedited Request: ____ YES ____ NO

If Yes, specify: ____ 7-day Expedited OR ____ 14-day Expedited

If Expedited Transcript requested, please note any upcoming hearing dates affected by this request: _____

FINANCIAL ARRANGEMENT MADE: Yes ____ No ____

TYPE OF REQUEST (Check Appropriate Box):

PRIVATE COUNSEL APPOINTED COUNSEL OTHER
(Attach motion for transcript/order)

Print Name: _____ Date: _____

Signature: _____ Counsel for _____

Address: _____ Phone No.: _____