

Transcripts

Transcripts may be ordered from the Larimer Combined Courts and the Jackson Combined Courts by following the procedure below:

The requesting party should use the following request form, included below. Transcript requests are accepted by email to 08transcripts@judicial.state.co.us, U.S. mail (address below), or fax 970-494-3599

Judicial Administration

201 Laporte Avenue, Suite 100

Fort Collins, CO 80521-2761

Persons ordering transcripts will be contacted directly via email by the court reporter or transcriber concerning an estimate of cost, and instruction for payment of the appropriate fees. **Transcripts will not be started, and the time limits stated for delivery of transcripts will not commence until satisfactory arrangements are made with the court reporter or transcriber for the payment of required fees.**

Chief Justice Directive 05-03 was adopted as the management plan for court reporting and recording services.

*Pursuant to CJD 2005-03 "any requests for transcripts from persons or entities who are not parties to the case must be forwarded to the court executive or chief judge prior to the court reporter agreeing to arrangements to furnish a copy." Please provide a statement about why the request for this transcript is being made or needed so the Chief Judge can review. The statement can be emailed to me at 08transcripts@judicial.state.co.us, along with your completed request form.

**Pursuant to CJD 2005-03 "Unless otherwise ordered by the trial judge assigned to the case, there shall be no hourly or daily transcripts delivered to any party or attorney. If any person desires such services, he or she must seek permission of the court to have a Realtime court reporter present for a hearing or trial." Expedited requests, with a 10-day turnaround are the fastest our transcribers are required to produce a completed transcript.

Administrative Order 2023-1 was adopted as management concerning electronic sound recordings of court proceedings. Pursuant to this order, copies of audio will not be provided.

If you have further questions, you may contact Judicial Administration at (970) 494-3590.

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Transcript Request Form

I would like to order transcripts of the court events listed below per [Chief Justice Directive](#) 05-03. Transcript request forms for the 8th Judicial District may be submitted to Judicial Administration via email to 08transcripts@judicial.state.co.us, in person or by mail at 201 LaPorte Ave, Fort Collins, CO 80521, or via fax at 970-494-3599.

1. My Information

Name: _____

Law Firm/Agency: (if any) _____
 If checked, this is a state agency under CJD 05-03(VI)(C)(1).

Full Mailing Address: _____

Phone: _____ Email _____

2. Case Information

Case Number: _____ County: _____

Case Title: (caption; i.e. People v Doe) _____

Division/Courtroom: _____ Judicial Officer: _____

3. Type and Cost

A transcriptionist will contact you to arrange payment before a transcript is *started*.

Type (check one)	Max Cost	Time from Start / Notes
<input type="checkbox"/> Ordinary	\$3.60 /page	30 Days
<input type="checkbox"/> Expedited	\$4.35 /page	10 Days
<input type="checkbox"/> Audio Recording (CD/MP4)	\$35	For Small Claims Appeals. *
Attach a Court Order to request the following types: CJD 05-03(V)(B).		
<input type="checkbox"/> Overnight (a.k.a. daily)	\$5.85 /page	Next day, by court opening.
<input type="checkbox"/> Hourly	\$6.85 /page	2 hours of adjournment.

See CJD 05-03 Appendix A for a full list of prices.

Is this request for an appeal? No. Yes.

Is this request for a Magistrate Review? No Yes

*** Note** On appeal, an audio recording can only work in place of a written transcript for **Small Claims** cases. C.R.S. § 13-6-410.

Check with the district for its policy on ordering audio recordings of public hearings for unofficial use. CJD 05-03(V)(D)(2).

4. Court Events to be Transcribed +

Full Hearing	Hearing Portion	Event Type (and any portion details)	Hearing Date	Times
<i>Examples:</i>		<i>(for full) Trial Day 1.</i>	12/12/2023	8:30 – 4:15
		<i>(for a portion) Witness [full name]'s cross examination.</i>	06/13/2021	9:37 - 20 min.
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

** If an event has already been transcribed, you'll be charged a reduced copy rate (\$1.35 - \$1.85/page).*

5. Sign & Date

By signing below I, certify that I, or my firm/agency, will pay the full cost of the transcript.

Signature

Date

Admin Use Only:

Date of Request: _____

Reporter/ERO Name: _____ Date Contacted: _____

Estimate: Date _____ Number of Pages: _____

Deposit: Date _____ Amount Paid: \$ _____ Balance/Refund Paid: \$ _____

Payment Arrangements: _____

Transcript sent on: _____

I Certify that the preparation of this transcript follows the fee and format prescribed in CJD 05-03.

Reporter/ERO Signature: _____ Date: _____

ERO = Electronic Records Operator