

How to Request a Hearing Transcript 15th Judicial District

1. Fill out a [transcript request form](#) (JDF4). These are available online or in the Office of the Clerk of Court. The request forms have information regarding time frames and approximate costs.
2. The request must be filed with the Clerk's Office by mailing, delivery to the Clerk's Office or emailing (see location information below).
 - Baca County – 741 Main Street, Suite 5, Springfield, CO 81073
 - Jamie.smith@judicial.state.co.us
 - Cheyenne County – 51 S. 1st Street, PO Box 696, Cheyenne Wells, CO 80810
 - Colleen.palmer@judicial.state.co.us
 - Kiowa County – 1305 Goff Street, PO Box 353, Eads, CO 81036
 - ana.lawrence@judicial.state.co.us
 - Prowers County – 301 S. Main Street, Suite 300, Lamar, CO 81052
 - Becky.fletcher@judicial.state.co.us
3. Once the transcript request is received it will be assigned to a transcriber or sent to the proper Court Reporter. The transcriber will contact you with an estimate. The transcript will not be started until the transcriber receives a deposit. Once it is completed the transcriber will notify you of the full cost and the transcript will be sent to you once payment is received.
4. Requests for audio CDs or Tapes of the hearing will not be provided per CJD 05-03.