# How to Request a Hearing Transcript

1. Fill out the transcript request form JDF4. These are available online or in the Clerk of Courts office. The request forms have information regarding time frames and costs.

2. The request must be filed with the Clerk’s office by mailing in, bringing in, emailing to the appropriate court location, or by e-filing if your case requires it. Attorneys should e-file all transcript requests into e-filing case types.

 Arapahoe Courts AcjcClerk@judicial.state.co.us

 Douglas Courts DouglasClerk@judicial.state.co.us

 Elbert Courts ElbertClerk@judicial.state.co.us

 Lincoln Courts LincolnClerk@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 would not be started until the transcriber receives a deposit. Once it is completed the transcriber will notify you of the full cost the transcript will be sent to you once payment has been received.

4. Requests for audio CDs or Tapes of the hearing will not be provided per Chief Justice Directive 05-03.