

How do I order a transcript or audio recording of a juvenile case, CINA, or Delinquency?

Requests for juvenile proceedings require a **completed request form for audio and/or a transcript**, a **Motion for an Audio Recording/Transcript**, and a **signed court order** from a Judge to release the audio or produce the transcript.

All requests for transcripts or electronic recordings of proceedings must be submitted in writing using the form applicable to your request.

Step 1: The forms will need to include the following information: case name, case number, date of proceeding(s), and presiding judge or magistrate. Please be sure to include your email so you receive the estimate.

Complete the [Transcript Request Form](#) (Juvenile) or [Request for Copy of Audio Recording](#) (Juvenile).

Step 2: Complete template [Motion](#) and [Proposed Order](#).

Step 3: File the audio/transcript request form, motion (Juvenile), and proposed order.

Step 4: A judge will rule on your motion and if granted, an order will be signed to release the audio or produce the transcript.

Step 5: When your request and the signed order are received by the Court Reporter's Office, you will be contacted via email regarding an estimate of cost. Please note that transcription will not begin until payment is received.