

CIRCUIT COURT FOR HOWARD COUNTY

9250 Judicial Way
Ellicott City, MD 21043
Court Reporter Office 410.313.2064

TRANSCRIPT/COURTROOM AUDIO REQUEST FORM
This form MUST be completed and filed with the Clerk's Office.

CASE INFORMATION:

Case Number (one case per form):	
Case Name:	
Date (s) of proceedings requested:	
Name of hearing officer:	

REQUEST:

Requesting Party's Name/Organization:	
Date:	
Address:	
Phone Number:	
E-mail:	

1. Request for:

Transcript

CD/Flash Drive

Both a Transcript and a CD/Flash Drive

2. Is this for the purpose of filling an appeal? Yes No

3. Is this for the purpose of filling Exceptions? Yes No

4. What is the latest date you will accept the transcript? (This does not guarantee receipt of transcript by stated date. This information will allow court to determine if the transcript CAN BE completed by said date and if expedited page rates apply.)

5. **Transcript Costs** are listed on page 2 of this document. Within 7 days of this request, the estimated cost, deposit requirements and expected delivery date will be provided to the requesting party. Transcript work will not begin until the deposit is received. Transcripts will not be delivered until paid in full.

6. **CD/Flash Drive** will be provided to the requesting party after this Request Form (including the Limited Use Agreement below) is **signed and filed in the Clerk's Office AND cash, check or money order (exchange change only if paying with cash) for \$25.00 (per hearing date) payable to Director of Finance, Howard County is mailed** directly to: Court Reporting Office, Circuit Court for Howard County, 9250 Judicial Way, Ellicott City, MD 21043. If the Request Form is NOT filed in the clerk's office, the check will be returned, and the request will not be processed. Payment for a CD/Flash Drive is not accepted through MDEC. The CD/Flash drive will be available within 2-3 days.

Limited Use Agreement: The Court is providing an electronic recording of a Circuit Court proceeding to the undersigned for the limited purpose of verification of testimony. They may not be used as the official court record in the place of a transcript. This CD was prepared from the original digital recording of the court proceedings. However, this CD is not certified for court use. Duplication is prohibited. Only transcripts prepared and certified by court approved court reporters are deemed official and can be admitted as evidence.

SIGNATURE OF THE REQUESTOR: _____

TRANSCRIPT AND AUDIO RECORDINGS

The Circuit Court for Howard County, upon written request, after payment, and in compliance with the below procedures, the Court can provide an audio CD/Flash drive or a typed transcript of most non-confidential proceedings. The request form is on page one of this document and can also be found at: <https://www.courts.state.md.us/circuit/howard/transcripts>

Audio recording request form must be completed, prior to release of the recording and filed with the Clerk of the Court. No CD/Flash Drive requests will be accepted over the telephone. The CD/Flash drive will be available after payment and within 2-3 days after the form is filed with the Clerk of the Court.

Transcript requests must be in writing and filed with the Clerk of the Court. No transcript requests will be accepted over the telephone. Requesting a transcript does not obligate you to purchase it. Within 7 days of this request, the estimated cost, deposit requirements and expected delivery date will be provided to the requesting party. Transcript work will not begin until the deposit is received. Transcripts will not be delivered until paid in full. Please complete the transcript request form (attached) and file it with the Clerk of the Court.

TRANSCRIPT AND AUDIO RECORDING RATES

Audio Recording: \$25.00 per CD/Flash Drive

Payments may be made in the form of a written check, money order, or exact change if paying with cash, made payable to the Howard County Director of Finance. **Payments are not accepted through MDEC.**

Transcript Rate:

The **regular page rate** charges for producing transcripts:

1. Original transcript: \$3.00 per page.
2. First paper copy: \$0.50 per page.
3. Second paper copy: \$0.25 per page.
4. Original transcript and an electronic copy: \$3.75 per page.

Expedited Delivery. Expedited delivery is delivery within 21 days. Contact the Court Reporter's Office to inquire whether expedited delivery is available and associated costs.

The Circuit Court for Howard County

Transcript & Audio Recordings

For more information or if you have questions regarding a transcript, please contact:

Court Reporting Office
Circuit Court for Howard County
9250 Judicial Way
Ellicott City, Maryland 21043
410-313-2064

Transcripts.howardcircuit@mdcourts.gov

ONLY TRANSCRIPTS PREPARED BY A COURT REPORTER AUTHORIZED THROUGH THE CIRCUIT COURT FOR HOWARD COUNTY ARE DEEMED OFFICIAL. ONLY OFFICIAL TRANSCRIPTS CAN BE FILED/SUBMITTED AS EVIDENCE



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Transcript & Audio Recording Policy

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