

IN THE COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
BUTLER COUNTY, OHIO

TRANSCRIPT REQUEST FORM

INSTRUCTIONS:

1. Fill out this form **COMPLETELY**. Incomplete forms will cause a delay in processing.
2. Submit **COMPLETED** form Online at https://drcourt.bcohoio.gov/document_submission.php or via <https://drcsubmit.bcohoio.gov/ESubmit>. Attorneys **MUST** use e-Submission.
3. Allow 1 business day for processing.

*****Unless required for a pending appeal, transcript requests SHALL NOT include any *in camera* interviews. If you request a transcript for an *in camera* interview on this form and there is no pending appeal, then you may be subject to sanctions.*****

Case Information

Case Number: _____ Assigned Judge: _____

Petitioner/First Petitioner/Plaintiff: _____

Respondent/Second Petitioner/Defendant: _____

Requesting Party Information

Name of Requestor: _____ On behalf of: _____

Phone Number: _____ Date of Request: _____

E-mail Address: (it will be used for communication regarding your request) _____

Is Requestor an Attorney? No Yes, Attorney's Ohio Supreme Court Number: _____

Hearing Information

(For additional hearings, use a separate page and include with your request)

Hearing Date(s) to be transcribed	Hearing Officer(s)

Transcript Information

What type of transcript are you requesting? Audio (digital download sent via e-mail) Written (typed)

Requested completion date*: _____ Next hearing date that requires transcript: _____

***TRANSCRIPT REQUESTS TO BE COMPLETED WITHIN 10 BUSINESS DAYS OR LESS SHALL BE CONSIDERED EXPEDITED AND SHALL BE CHARGED ADDITIONAL FEES FOR SUCH EXPEDITED REQUEST.**

Reason for Transcript: Objection (Objecting party shall be responsible for requesting a transcript in a timely manner and to provide the transcript to the Assigned Judge)

Personal records For use in another Court Other: _____

Appeal (DRC staff will file Appeal transcripts only with the Clerk. Please allow 5 business days from completion for filing; additional copies can be provided for a fee) Court of Appeals Case Number (required for filing): _____

Was an interpreter assigned to any of the requested hearings? Yes No

Request for copy of already transcribed proceedings? Yes No

Are you requesting copies of exhibits admitted at the hearings? If yes, there will be additional charges. Yes No

Requestor's Signature: _____