

IN THE COURT OF COMMON PLEAS  
DIVISION OF DOMESTIC RELATIONS  
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](https://drcourt.bcohoio.gov/document_submission.php), or fax to (513) 887-5640.
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: \_\_\_\_\_