



Portage County
Probate-Juvenile Court
Judge Patricia J. Smith

REQUEST FOR TRANSCRIPT

1. CONTACT COURT REPORTER, ELIZABETH KEHRES VIA EMAIL (EKehres@portageco.com).
2. FILL OUT REQUEST FOR TRANSCRIPTION FORM AND SEND TO THE COURT.
3. ONCE REQUEST HAS BEEN APPROVED, THE FORM WILL BE SENT TO REQUESTING PARTY AND TO THE COURT REPORTER.
4. COSTS WILL BE DETERMINED BY THE COURT REPORTER AND PAYMENT WILL BE MADE TO THE COURT REPORTER.

**IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
PORTAGE COUNTY, OHIO**

IN RE: _____

CASE NO: _____

CASE NO: _____

CASE NO: _____

JUDGE PATRICIA J. SMITH

REQUEST FOR TRANSCRIPTION OF VIDEO/AUDIO RECORDING

_____, requests a copy of the video/audio recording in this matter for the hearing(s) held on: _____

for the purpose of preparing a transcript of the recording(s) to be prepared by

_____ (the "Court Reporting Service"). I certify to the Court that (i) the Court Reporting Service has agreed to prepare and deliver to me a transcript of that recording not later than 10 Calendar Days after receipt of the copy of that recording, (ii) I have arranged for and will pay to the Court Reporting Service all related fees and costs, (iii) I have directed the Court Reporting Service to contact the Court, no later than five Calendar Days after the Court approves the Court Reporting Service, to obtain a copy of that recording from the Court, and (iv) I have delivered a copy of this request to all attorneys and parties of record.

Signature: _____

[Print Name] _____

Attorney Reg. No. _____

Email: _____

JOURNAL ENTRY/MAGISTRATE'S ORDER

The Court finds this request is well taken and therefore **THE COURT ORDERS** that

_____ (i) proceed to obtain a transcript of the requested video/audio recording from the Court Reporting Service for the hearing dates identified above, and (ii) promptly give the Court written notice if the transcript cannot be delivered to the Court within the required time period.

Date: _____

Name, Title