

## REQUEST FOR TRANSCRIPT

Please complete and submit form to: Court Reporter  
Circuit Court for Queen Anne's County  
200 North Commerce Street, Suite 212  
Centreville, Maryland 21617  
tracy.whitzel@mdcourts.gov

Once your request has been received, a staff member from the Court Reporter's Office will contact you to indicate the fee for your request and to provide instructions for sending payment. **When your payment has been received, the order will be processed by the Court Reporters. Do not send checks to the Court.**

If you do not hear from the Court Reporter's Office within five (5) business days of submitting your request, please call 410.758.0216, Extension 5172.

**Please provide the following contact information (type or print legibly) [\* Required]:**

Request Date: *	
Name: *	
Organization: *	
Street Address: *	
City, State, Postal Code: *	
Country: *	
Daytime Phone: *	
Email Address: *	

**Please provide the following case information (Required):**

Case Title: *	
Case Number: *	
Hearing Date (needed for transcript) 1: *	
Hearing Date (needed for transcript) 2: *	
In detail, parts of proceedings requested: *	
Name of Judge/Magistrate:	
Date transcript is needed by requestor: *	
Comments:	