

**Circuit Court for Harford County
Court Reporters Office**

PHONE: 410-638-3148

Email: transcriptsCD@mdcourts.gov

TRANSCRIPT REQUEST FORM

Date

CONTACT INFORMATION

First Name

Last Name

Organization

Street

City

State

Zip Code

Email

Phone Number

CASE INFORMATION

Case Name

Case Number

Hearing Date(s) Requesting

Judge/Magistrate Name

Purpose of Request >> >☐ Appeal >☐ Exceptions >☐ Other

All transcript requests must comply with the filing requirements of Maryland Rule 8-411(c).

Maryland Rule 8-411(c) Filing and Service. The appellant shall (1) file a copy of the written order to the court reporter with the clerk of the lower court for inclusion in the record, (2) cause the original transcript to be filed promptly by the court reporter with the clerk of the lower court for inclusion in the record, and (3) promptly serve a copy on the appellee.

- ☐ 22 or more business days (\$3.00 per page) (\$3.75 per page if for exceptions or appeals)
- ☐ 16-21 business days (\$3.75 per page)
- ☐ 11-15 business days (\$4.50 per page)
- ☐ 6-10 business days (\$5.00 per page)
- ☐ 2-5 business days (\$6.00 per page)
- ☐ Next business day (\$7.00 per page)
- ☐ Same day (\$8.00 per page)

Date of next hearing

*Transcription by a source other than a court-approved transcriber is prohibited.

**Circuit Court for Harford County
Court Reporters Office**

PHONE: 410-638-3148

Email: transcriptsCD@mdcourts.gov

Additional Comments/Information

Please save your completed form as an attachment and send to transcriptsCD@mdcourts.gov.
Payment options will be outlined in our Reply email.