

CIRCUIT COURT FOR WASHINGTON COUNTY
COURT REPORTING SERVICES

REQUEST FOR TRANSCRIPT

DATE: _____

All requests must be made to the court reporter assigned to the judge/magistrate who presided over the hearing.

Requests in Writing should be addressed to the Appropriate court reporter at the below address:

24 Summit Avenue
Hagerstown, MD 21740

Payment will be coordinated with the Court Reporter. Please call the assigned court reporter for more information.

Court Reporters:

Hon. Brett R. Wilson	240-313- 2548
Hon. Dana Moylan Wright	240-313-2519
Hon. Viki M. Pauler	240-313-2547
Hon. Mark K. Boyer	240-313-2554
Hon. Joseph S. Michael	240-313-2544
Hon. Kirk C. Downey	240-313-2564
Magistrate G. Clair Baker	240-313-2574

CASE NAME: _____

CASE NUMBER: _____

DATE(S) OF PROCEEDINGS: _____

JUDGE/MAGISTRATE: _____

FOR APPEAL: _____ OTHER: _____

DUE DATE: _____ NUMBER OF COPIES: _____

ESTIMATE REQUIRED BEFORE TRANSCRIPTION: YES _____ NO _____

REQUESTED BY: _____

BILL TO NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

Are you a party or an attorney representing a party in this case? YES: _____ NO: _____

NOTE: All appeals require an original and one copy for each party. You must indicate on the form if this is an appeal to ensure that the original transcript is properly filed with the Clerk's office. In the event that you purchased a transcript for a case that was originally not in appeal status, and it later becomes an appeal, you must fill out another order form indicating so.

Internal Office Use Only:
Case Number checked against expungement database. Initials: _____