

IN THE SUPERIOR COURT OF THE VIRGIN ISLANDS
DIVISION OF _____

SUPERIOR COURT OF THE VIRGIN ISLANDS
TRANSCRIPT REQUEST FORM

[This form is required when requesting Transcripts, to include transcript requests **NOT** Connected With An Appeal and Transcripts In Appointed Cases, as well as transcripts for hearing where electronic reporting (FTR) was used. Forms Must be Submitted to the Court Reporting Supervisor in the respective District and a Copy Submitted to the Clerk of Court and the Respective Division of the Court, for Entry Onto the Docket]
THE COURT / PLAINTIFF / DEFENDANT (S) (*circle one*) **HEREBY ORDERS**
A TRANSCRIPT OF THE PROCEEDINGS, AS DESCRIBED BELOW:

Case No. _____ **Case Type:** _____
(Civ., Crim., Fam., Prob., Small Claims, Traffic, Other)

Caption: _____

Date(s) of Hearing/Proceeding: _____

Type of Proceeding To Be Transcribed: _____
(i.e. Small Claims, Criminal Bench Tr., Jury Trial, Hearing on Motion, Sentencing, etc.)

Special Requests (Note specifically any portions of proceeding **NOT** to be transcribed or any other limitations or special requests affecting the transcript): _____

COURT REPORTER: _____

Expedited Request: _____ **YES** _____ **NO**
If Yes, specify: _____ **7-day Expedited** **OR** _____ **14-day Expedited**
If Expedited Transcript requested, please note any upcoming hearing dates affected by this request: _____

FINANCIAL ARRANGEMENT MADE: Yes _____ No _____ **TYPE OF REQUEST** (Check Appropriate Box):

PRIVATE COUNSEL **APPOINTED COUNSEL** **OTHER**
(Attach motion for transcript/order)

Print Name: _____ **Date:** _____

Signature: _____ **Counsel for** _____

Address: _____ **Phone No.:** _____

Email Address: _____

TO BE COMPLETED BY CLERK:

MAGISTRATE:

APPROXIMATE TIME: _____

CLERK:

REV 5/2021