

# Ordering a Vermont Judiciary Transcript

## GETTING STARTED

Welcome to eScribers on-line order form for the Vermont Judiciary. In just minutes, you can order one or multiple transcripts for hearings in any Vermont court. The step-by-step instructions below will guide you through the process. As soon as your order is complete, eScribers begins working to get you your transcript or audio quickly, accurately and professionally.

### Information you will need to place your order:

- ✓ Ordering Party's name, address, email, and telephone number
- ✓ Case Name, Hearing Date, Docket Number, Court Location, and Court Type
- ✓ If paying by credit card, account number, expiration date, security code and billing address

**A.** Go online to **eScribers Vermont Transcript Online Order Form**; <http://escribers.net/vtorder.php>

**NOTE: For faster access you can bookmark the page**



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### B. Order Transcript

#### 1. Turnaround time and copies

Select the form of transcript you require:

- .pdf (a pdf transcript will be emailed)
- .pdf **and** printed Copy (pdf transcript will be emailed **and** a hard copy of the transcript will be mailed)
- Audio – choose to receive a CD/DVD in the mail or download an audio file

**NOTE: For Supreme Court Appeals (including Bail Hearings) please check the Supreme Court Appeal Box**

#### Vermont Transcript Online Order Form 638

If you would prefer to download and complete the form offline, please click [here](#)

#### NOTE:

Prior to submitting a transcript order, you need to obtain the essential information about your case by requesting the docket sheet/s in the case from the trial court.

#### FOR SUPREME COURT APPEALS (including Bail Hearings)

You must order all transcripts necessary for appellate review within 10 days of the filing of the notice of appeal. (See V.R.A.P. 10 for further instruction on appellate procedures & 10.1 for video-recorded proceedings.) Failure to properly order the transcript or pay the appropriate deposit may result in dismissal of your Supreme Court appeal.

Please check here if the transcript that you are ordering is for an appeal:

#### Turnaround time and additional copies

Please select whether you would like a **printed copy** in addition to the digital copy and the required transcript **turnaround time**:

- PDF sent by email
- PDF by email + Printed Copy
- Please indicate here if you would like a **media (audio) copy** (\$25.00 per hearing date)

Turnaround Time	Rate Per Page	
	PDF by email	PDF + Printed Copy
<input type="radio"/> 1 Business Day	\$6.50	\$7.25
<input type="radio"/> 3 Business Days	\$5.00	\$5.75



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#### 2. Select the Turnaround Time

- Select your preferred delivery time; 1, 3, 7, 14, or 30 days

**NOTE: Turnaround times are based on when the audio is received from the court. Audio transmission varies by court. We will do our best to obtain the audio as quickly as possible in order to begin transcribing your request**

#### 3. Deposit Payment

A deposit is required on all orders unless the order is for the Office of the Defender General, the State's Attorney's Office, or the Attorney General's Office

#### 4. Ordering Party Details

Fill in the contact information of the Ordering Party.

#### Deposit Payment

- I am paying the deposit for the transcript
- No deposit payable, bill to Office of the Defender General
- No deposit payable, bill to State's Attorneys Office

#### Ordering Party Details

Name of Person Ordering *	Name of Law Firm
Address (line 1) *	Address (line 2)
Billing City *	Billing State *
Billing Zip Code *	Vermont
Phone Number *	Email Address *
	Billing Fax Number

Fields marked with an asterisk (\*) are required.

## 5. Court Location and Court Type

Using the drop down menu, select the location and type of court that the hearing was held.

## 6. Case Details (to ensure timely processing, please complete the case details as noted)

- Hearing Date: The date the hearing was held
- Court Room: Room Number of hearing (if applicable)
- Docket Number: Please use the Court's format: 3 part numeric + four letter code
- Case Name:

The screenshot shows a form with two dropdown menus at the top: "Court Location" set to "Addison" and "Court Type" set to "Civil - Civil, small claims". Below is a table titled "Case Details" with the following columns: "Hearing Date \*", "Court Room", "Docket Number", "Case Name \*", "Judge", "Type of Hearing", "Length in minutes", and "Special Notes". The "Hearing Date" column has a date picker showing "Jan 2011". Below the table is a button labeled "Add another hearing".

Court Type	Format	Sample
Criminal	State v Last Name	State v Smith
Family	Last Name v Last Name	Jones v Jones
Child Support Cases	Acronym/ Last Name v Last Name	OCS/Brady v Brady
Juvenile	"In re:" initials only	In re: DF
Civil	Last Name v Company Name	Rodgers v Acme Inc.
ODG	Acronym//Lawyer Last Name	ODG/Harding

- For multiple hearings, select:

[Add another hearing](#)

## 7. Place Order

Congratulations. Now that all the relevant information has been added you are ready to submit your order by simply clicking

[Place Order](#)

Please be patient. This may take a while. Do not click more than once.

## 8. Order Summary

A summary of your order; including case information, the eScribers Reference Number and the status of your order.

**NOTE: eScribers reference number – please refer to this number when contacting eScribers regarding your order**

Check Status: Click this link to find out the status of your order at any time.

Once your order has been placed an email containing an order summary is delivered.

### Vermont Transcript Order Form 638

#### Thank you

Your form has been accepted. Please make a note of the job reference number(s) below, in case you need to contact us regarding your transcript.

Deposit is due before work can begin on your transcript(s).

Hearing Date	Case Name	Hearing Type	eScribers Job Ref	Turnaround Time	Deposit Amount	Check Status
Jan 21, 2011	xyz	status	VTADCVIA157	30 days	\$50	<a href="#">Show status</a>

#### Deposit Payment

Total deposit payable is: **\$50**

Method of payment (please select):

**Payment online by Credit Card or PayPal**  
Please click on the "Pay Now" button below to be taken to our secure payment form.

[Pay Now](#)

**Payment By Check**  
Click on this button to tell us you are paying by check:

[I will mail a check](#)



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## **9. Deposit Payment**

To complete you order, a deposit is required. To pay your deposit, please select to pay by credit card/ PayPal or by check.

a. Credit Card

Click "Pay Now" to open eScribers secure payment page. Enter credit card or PayPal information.

b. Pay by Check

Click "Pay by Check" to receive address information for sending payment.

11/10/11