

## Transcript Request

Quick Reference Card

Last Updated: 12/22/2021

## Need help?

Contact **Court Transcript Services** at 860-706-5310  
or email [CourtTranscriptServices@jud.ct.gov](mailto:CourtTranscriptServices@jud.ct.gov)

Effective January 3, 2022, the procedure for ordering court transcripts will change. All attorneys will be **required** to order transcripts utilizing a new online ordering system located within E-Services at <https://sso.eservices.jud.ct.gov/TranscriptReq>.

If you are not an attorney, but are enrolled in E-Services, you may also use the online transcript ordering system.

Those individuals who are not attorneys or not registered with E-Services will still be able to order transcripts utilizing the current paper format.

### Log In to E-services and Navigate to your case:

1. Navigate to the Judicial Branch Website by typing the following web address [www.jud.ct.gov](http://www.jud.ct.gov).
2. Choose **E-Services** from the menu on the left side menu.
3. Click the **Log-In** button
4. Enter your *Juris Number* or *Self-Rep User ID* and *password*
5. Click **Login** to log in to E-Services

### Create a New Transcript Request(s)

1. Select **Transcript Requests** from the left side menu.



2. The **Transcript Request** page displays
3. Chose an option from the transaction type drop-down menu
  - Notice of Appeal Transcript Order – JD-ES-38
  - Transcript Order – Non-Appeal – JD-ES-262
  - Transcript Order of Felony Sentencing – JD-CR-160

A screenshot of the State of Connecticut Judicial Branch E-Services interface. The header includes the state seal and the text 'State of Connecticut Judicial Branch'. On the left is a sidebar with 'E-Services Menu', 'E-Services Inbox', and 'Transcript Home'. The main content area has a form with an 'Attorney/Firm:' field, an 'Instructions:' section, and a 'Choose a transcript type to start your request:' section. This section contains a dropdown menu labeled 'Choose a Transcript Type' and a 'Start Transcript Request' button. A dropdown menu is open below the 'Choose a Transcript Type' button, listing three options: 'Notice of Appeal Transcript Order - JD-ES-38', 'Transcript Order - Non-Appeal - JD-ES-262', and 'Transcript Order of Felony Sentencing - JD-CR-160'.

4. Click the **Start Transcription Request** button.
5. The **Transcription Request Data Entry** screen displays with the data entry fields corresponding to the Transcript Type selected.
6. Complete the data entry.  
Note: Required fields are marked with a red asterisks (\*)
7. Click the **Continue** button  
Note: If any required fields are missing information, they will display in red
8. The **Transcript Request Verification** screen displays
9. Verify the information. (If any information needs to be changed, click the modify button to return to the data entry page and edit as needed.)
10. Enter your **Juris Number** or **User ID** to accept and sign the form accepting financial responsibility for the transcript
11. Click the **Submit** button
12. The **Transcript Request Home** screen displays. The newly added request will display at the top of the list.

### ***View Existing Transcript Request(s)***

Transcript requests submitted electronically on or after January 3, 2022 by the same E-Services ID will display with **request details**, **status** and the **option to view additional details**

1. After **logging into E-Services**, select **Transcript Requests** from the left side menu
2. A list of transcript requests submitted electronically on or after January 3, 2022 by the same E-Services ID will display with request details.
3. The requests are separated into two sections:
  - Pending Requests
  - Completed Requests
4. To see details of a specific request, click the **View** hyperlink to the right of the request

Pending Requests: 28				
Date Requested	Type	Case Name	Request Details	Status
12/21/2021	JD-ES-38	test	Dates Ordered: 12-14-2021	Processing <a href="#">View</a>
Completed Requests: 2				
Date Completed	Type	Case Name	Request Details	Status
12/10/2021	JD-ES-262	bradley Hosp v memorial hosp	Dates Ordered: 11-30-2021 ADAMS, RICHARD(426009) Docket No: DBDCV2060154515	Request cancelled <a href="#">View</a>
12/07/2021	JD-CR-160	STATE OF CONNECTICUT V. TUESDAY DEC 7 EXTERNAL 160 TESTING 11:11AM	Sentence Date: 11-30-2021 Judge: BARBARA AARON Docket Nos.:	Order Finished <a href="#">View</a>