

NOTICE OF APPEAL TRANSCRIPT ORDER

JD-ES-38 Rev. 1-24
P.B. §§ 63-4, 63-8

STATE OF CONNECTICUT
JUDICIAL BRANCH
SUPERIOR COURT
www.jud.ct.gov



Effective January 1, 2024, this form is only used for ordering electronic appeal transcripts. If you are not ordering an electronic appeal transcript, you must use form number JD-ES-262.

All attorneys, unless exempt from e-filing, are required to use the online transcript ordering system to order a transcript. This system is 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 this system.

Individuals not using the online transcript ordering system must:

1. Fill out section 1 only and give this form to the Official Court Reporter.
2. Give the Official Court Reporter the name and address of all counsel and self-represented parties of record.
3. After the Official Court Reporter fills out section 3 and returns the form to you, fill out section 4.

For information on ADA accommodations, contact the Centralized ADA Office at 860-706-5310 or go to: www.jud.ct.gov/ADA/

Section 1.

Name of case		Appeal Docket Number
Hearing dates of transcript being ordered		Trial court docket number
Name(s) of Judge(s)		
Trial court location		Judicial District of

- State or municipal official ordering the appeal transcript in official capacity
 Child protection appeal transcript on an expedited basis pursuant to Practice Book Section 79a-5

An electronic version of a previously delivered transcript is being ordered: Yes No

Describe in detail, including specific dates, the parts of the proceedings for which a transcript is being ordered. If you are ordering an electronic version of a previously delivered transcript, indicate that the paper transcript already was delivered. Attach a sheet of plain paper if needed.

Payment arrangements must be reached with the transcriber before a completed transcript will be delivered.

From	Name of person ordering transcript	E-mail address		
	Mailing address	Telephone number		
	Relationship (Attorney for Plaintiff, Defense, etc.)	Signature of person ordering transcript	Date signed	

Do not write below this line when ordering the transcript.

Section 2. Official Court Reporter's Appeal Transcript Order Acknowledgment (Completed by Official Court Reporter after satisfactory payment arrangements have been made pursuant to Section 63-8 of the Connecticut Practice Book.)

Name(s) of Recording Monitor(s)	Name(s) of Transcriber(s) (if different)	Estimated number of pages	Only electronic version of previously delivered transcript?	Number of pages previously delivered	Estimated delivery date
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

<input type="checkbox"/> JD-ES-038C attached for additional names of Transcriber(s)	Total estimated pages	Total delivered pages	Final Estimated delivery date
Name of Official Court Reporter	Signature of Official Court Reporter		Date signed

Order Acknowledgment

Section 3. Official Court Reporter's Certificate of Completion (Completed by Official Court Reporter upon delivery of the entire transcript ordered above.)

Actual number of pages in entire Appeal Transcript: _____	Date of final delivery (Practice Book Section 63-8(c)) _____	
This certificate is filed as required by Practice Book Section 63-8	Signature of Official Court Reporter	Date signed

Section 4. Certification of Service by Ordering Party (Ordering party to file completed certificate with the Appellate Clerk)

I certify that a copy of the above Certificate of Completion was served on all counsel and self-represented parties of record.

Signature of ordering party	Date signed
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