

**NOTICE OF APPEAL  
TRANSCRIPT ORDER**

JD-ES-38 Rev. 3-23  
P.B. §§ 63-4, 63-8, 63-8A

Effective January 3, 2022, 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.

STATE OF CONNECTICUT  
**SUPERIOR COURT**

[www.jud.ct.gov](http://www.jud.ct.gov)



For information on ADA accommodations, contact a court clerk or go to: [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

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.

**Section 1.**

Name of case		Appeal Docket Number	
Hearing dates of transcript being ordered		Trial court docket number	
Trial court location		Proceeding type (Select one) <input type="checkbox"/> In-person <input type="checkbox"/> Virtual	
Name(s) of Judge(s)		Judicial District of	
Case type (Select one) <input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Housing <input type="checkbox"/> Juvenile <input type="checkbox"/> Family		Case tried to (Select one) <input type="checkbox"/> Jury <input type="checkbox"/> Court	
		Appeal to (Select one) <input type="checkbox"/> Supreme Court <input type="checkbox"/> Appellate Court	

**Appeal** (Select one)

<input type="checkbox"/> 1. From judgment in juvenile matters: <input type="checkbox"/> (a) concerning Termination of Parental Rights <input type="checkbox"/> (b) other than Termination of Parental Rights	<input type="checkbox"/> 3. From court closure order <input type="checkbox"/> 4. Involving the public interest
<input type="checkbox"/> 2. From a criminal judgment where defendant is: <input type="checkbox"/> (a) incarcerated <input type="checkbox"/> (b) not incarcerated	<input type="checkbox"/> 5. From judgment involving custody of minor children <input type="checkbox"/> 6. From all other judgments

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.**

<b>From</b>	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 Reporter(s)/Monitor(s)	Name(s) of Transcribing Reporter(s)/Monitor(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 reporter(s)/monitor(s)	Total estimated pages	Total delivered pages	Final Estimated delivery date
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Name of Official Court Reporter	Signature of Official Court Reporter	Date signed
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**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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