

**NOTICE OF APPEAL
TRANSCRIPT ORDER**

JD-ES-38 Rev. 1-22
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



For information on ADA accommodations, contact a court clerk or go to: 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	Case tried to (Select one)	<input type="checkbox"/> Jury	Appeal to (Select one)	<input type="checkbox"/> Supreme Court
	<input type="checkbox"/> Juvenile	<input type="checkbox"/> Family			<input type="checkbox"/> Court		<input type="checkbox"/> Appellate Court

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

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.

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

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 financial 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
---	-----------------------	-----------------------	-------------------------------

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
-----------------------------	-------------