

**IN THE COURT OF COMMON PLEAS
GEAUGA COUNTY, OHIO**

_____ :
Plaintiff : CASE NO: _____
-vs- : APPELLATE CASE NO: _____
_____ :
Defendant : **TRANSCRIPT ORDER FORM**

Transcription requested of the hearing(s) conducted on _____
before Judge/Magistrate _____ .

Said transcript has been ordered from Anita L. Comella, RPR / Bev Modic with filing instructions as selected below:

1. The ORIGINAL transcript should be sent to my attention. I agree to be responsible for filing this ORIGINAL record with the Common Pleas Court and/or Eleventh District Court of Appeals.
2. I request the court reporter file the ORIGINAL transcript(s) and exhibits, if any, on my behalf and send me an office copy in .pdf format to the e-mail address below.
3. I request the court reporter send a .pdf transcript to the e-mail below.

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▶ I have paid the estimated cost upon ordering the transcript and will pay the balance due or will be refunded overpayment upon completion and delivery of the transcript.

▶ I agree to contact the Court Reporter to coordinate the filing of exhibits for incorporation into the record [if applicable] .

▶ I agree not to disassemble or in any way change the integrity of the Transcript as Certified by the Court Reporter.

Signature
Name _____
Address _____
Phone # _____ FAX # _____
E-Mail _____

THE FOLLOWING TO BE COMPLETED BY COURT REPORTER:

I have received a copy of this request for transcription on _____ and agree to prepare said transcript by _____

Court Reporter Signature