

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Court Reporter's Name]
[Official Court Reporter Office]
[Court Name]
[Court Address]

RE: Transcript Request for Notice of Appeal

Case Name: [Case Name, e.g., Smith v. Jones]
Case Number: [Trial Court Case Number]
Appellate Court Case Number: [Appellate Case Number, if assigned]

To the Court Reporter,

I am the [Plaintiff/Defendant/Counsel] in the above-referenced matter. A Notice of Appeal was filed on [Date Notice of Appeal was Filed].

Pursuant to the Rules of Appellate Procedure, I hereby request the preparation of the official transcript for the following proceedings:

- [Type of Hearing, e.g., Motion for Summary Judgment] held on [Date]
- [Type of Hearing, e.g., Trial Day 1] held on [Date]
- [Type of Hearing, e.g., Jury Verdict/Sentencing] held on [Date]

Please provide an estimate of the cost for the [Original / Number of Copies] of the transcript. I will submit the required deposit or payment immediately upon receipt of your invoice.

Once completed, please file the original with the Clerk of the Court and deliver a copy to me at the address listed above.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]

cc: [Opposing Counsel's Name/Address]