

**STATE PUBLIC DEFENDER**  
**REQUEST FOR TRANSCRIPTS OF IN-COURT PROCEEDINGS**

Case Caption: \_\_\_\_\_

**Court Reporter:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Court Case #: \_\_\_\_\_

SPD File #: \_\_\_\_\_

Additional SPD File #: \_\_\_\_\_

**Send transcripts to:**

☐ Requesting counsel

☐ Opposing counsel

**Requesting Counsel:**

☐ SPD Staff   ☐ Private Bar

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Case type:**

☐ Pending circuit court case

☐ Appellate case

**Opposing Counsel:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**I request that you prepare and transmit transcripts of the following proceedings (provide dates of proceedings requested). In addition to access to the electronic transcript, please provide a single paper copy of the transcript. See Wis. Stat. § 801.18(15)(b); see also SCR 71.04(8).**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**To the court reporter:** Pursuant to s. 967.06, Stats., the named attorney requests that you prepare the transcript(s) of the proceeding(s) indicated above, provide a copy to the attorney, and file the original in the court record. Any filing of the original constitutes certification that you have already served the requesting attorney with a copy. s. 801.14(4). If the original transcript was previously prepared, please consider this to be a request for a copy. S. 967.06 has been amended to provide that the State Public Defender will pay for the original and the client's counsel's copy in all cases where the State Public Defender has appointed counsel. Any mailing or delivery fee over \$5 requires a receipt be attached to the transcript invoice.

**Effective April 1, 2024 transcript invoices** for pending circuit court cases and appellate cases, where the requesting counsel is either an SPD staff attorney or SPD private bar, must be submitted electronically. An electronic copy of this request will be a required attachment. Do not mail hard copies.

- **State-employed court reporters must submit invoices electronically at <http://link.wisprd.gov/transcriptsub>.**
- **Retired and Freelance court reports must email invoices to [SPDFiscal@opd.wi.gov](mailto:SPDFiscal@opd.wi.gov).**

I certify that the attached invoice requests payment for the transcripts requested and no others, and that the transcript complies with SCR 71.04 (8).

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Court Reporter*

**A digital copy of this request form must accompany your invoice.**