

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

Case Caption:

**Court Reporter:**

Name:  
Street Address:  
City, State, Zip:  
Phone:

Court Case #:  
SPD Case #:  
Additional SPD Case #:

**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:

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

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**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 May 1, 2003 – Transcript invoices must be submitted as follows:**

Requests for transcripts in pending circuit court cases: For pending trial cases, court reporters must send invoices for both staff and private bar attorneys to the local SPD office that appointed the attorney who ordered the transcript. Reporters must send or hand-deliver the invoices to the applicable SPD office. Do not give the invoice to the individual attorneys.

Requests for transcripts in appellate cases: For appellate cases assigned to SPD staff attorneys, the reporters must send the transcripts with the invoice to the SPD attorney's office. For appellate cases assigned to the private bar, court reporters must send the transcripts to the private bar attorney indicated on the request. Private bar attorney invoices must be sent to the SPD Administration Office, PO Box 7923, Madison, WI 53707-7923.

**Addresses for all SPD offices are available under "SPD Telephone Directory" at [www.wisspd.org](http://www.wisspd.org)**

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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*

**The original request form must accompany your invoice.**

For SPD use only    OK to Pay: Sign: \_\_\_\_\_ Date: \_\_\_\_\_