

STATE PUBLIC DEFENDER
REQUEST FOR DEPOSITION AND TRANSCRIPT

Deposition Date: _____ Time: _____ Location: _____

Case Caption: _____

Court Reporter:

Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Court Case #: _____

SPD File # : _____

SPD Appointing Office: _____

Send transcripts to:

Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Shared Cost with Opposing Counsel:

☐ Yes ☐ No (If yes, complete info below):

Opposing Counsel Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Negotiated Rates: \$____ per page \$____ per hour
\$____ sitting fee \$____ mailing or delivery

Notes: _____

Attorney Type:

☐ SPD Staff

☐ Private Bar

I request that you transcribe then prepare and transmit transcript of the deposition(s).

Signed: _____ **Date:** _____

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 SPDFiscalUnit@opd.wi.gov.

I hereby certify that the attached invoice requests payment for the transcription services ordered at the agreed upon rate and no others.

Signed: _____ Date: _____

Court Reporter

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