

**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](mailto: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.**