

STATE PUBLIC DEFENDER
REQUEST FOR TRANSCRIPTION OF RECORDINGS

Transcription Needed:	☐ Audio	☐ Video	☐ Other: _____
Date Needed: _____			

Case Caption: _____

Court Reporter:

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

Court Case #: _____

SPD File #: _____

Send transcripts to:

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

Negotiated Rates: \$_____ per page \$_____ per hour \$_____ mailing/delivery Notes: _____	Attorney Type ☐ SPD Staff ☐ Private Bar
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I request that you prepare and transmit transcription of the following recording.

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 certify that the attached invoice requests payment for the transcription requested at the agreed upon rates and no others.

Signed: _____ Date: _____
Court Reporter or other transcriber

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