



## New Jersey Judiciary Superior Court - Appellate Division Transcript Ordering Information

Transcripts are the written record of exactly what was said during court. Judges review transcripts to know what has occurred previously and to assist in making a decision on the case.

There are two types of transcripts: appeal and non-appeal. The simple difference is appeal transcripts are usually mandatory and are ordered during the appeal process. You cannot order appeal transcripts if you do not have an appeal pending with the Appellate Court. Non-appeal transcripts are used for reasons other than an appeal or to review your matter prior to appealing. Non-Appeal transcripts can be used in your appeal later as long as they are the complete record for that date (not an excerpt) and were completed by a certified transcriber.

For Appeal cases, the party who is filing the appeal (or cross-appeal) is responsible for finding out the transcript dates needed for their case and ordering them. Failure to order or submit transcript(s) can result in the dismissal of your appeal. If you previously ordered complete and certified transcript dates for other uses, they can be uploaded into your case without repurchasing. Transcripts are the only record that is admissible in court.

**NOTE:** These procedures explain how to order transcript(s) for an appeal of a Superior Court (trial court) and Tax Court decision. Transcripts originating from a State Agency or a municipal court must be ordered through those entities individually by you and not through the Appellate or Local County Transcript office.

### **Ordering Process for Self-Represented Litigants**

Self-represented litigants who are not represented by an attorney must order their transcripts using the Court Transcript Request Form attached. If the Superior Court transcript is for non-appeal purposes or you wish to review your case prior to appealing, you would send the Court Transcript Request Form to the local county transcript office where the case originated. If the Tax Court transcript is for non-appeal purposes, you would send the Court Transcript Request Form to the Appellate Division Transcript Unit. If the Superior Court or Tax Court transcript is for appeal, you would send the Court Transcript Request Form to Appellate Division Transcript Unit.

### **Ordering Process for Attorneys:**

Attorneys **must** order their Superior Court and Tax Court appeal transcript(s) through eCourts Appellate, no paper transcript request forms will be accepted from attorneys. Please read the [Notice to the Bar \(Appellate Division\)](#) and [Notice to the Bar \(Tax Court\)](#) for more information. Any attorney without a current appeal (for example, attorneys who are not ordering a transcript at the same time as filing an

appeal) must order their Superior Court transcript(s) as non-appeal through the local county transcript office where the case originated. If ordering a Tax Court transcript as non-appeal you would email it over to Appellate Division Transcript Unit.

Attorneys can e-file using the link below and entering their Bar ID and password for access.

[Attorney Login](#)

For Appellate e-Filing Help contact: 609-815-2950 x 52590 or email at [NJeDATAnotices.mailbox@njcourts.gov](mailto:NJeDATAnotices.mailbox@njcourts.gov)

### **Appellate Contact Info for Appeal Requests**

Email: [appeal-trans.mailbox@njcourts.gov](mailto:appeal-trans.mailbox@njcourts.gov)  
Phone: 609-376-3040 Fax: 609-815-2949

#### **Mail to:**

Appellate Division  
Transcript Unit  
Hughes Justice Complex  
PO Box 968  
Trenton, NJ 08625-0968

### **Contact Info for Non-Appeal Requests**

When using the electronic version of the Court Transcript Request Form, select the county where the case originated or tax court. When selected it will populate that county's or tax court's information: Address,

Email and Phone Number. (Please note: If you are filing out the Court Transcript Request Form digitally please be sure to use Adobe Reader to properly access the features of the form.)

[County Transcript Processing Offices](#)

### **What happens after you order a transcript:**

1. Standard orders are processed in the order they are received. Daily and Expedited orders are given priority.
2. The appropriate Transcript Office will contact a transcription agency or court reporter to transcribe the requested court proceeding.
3. The agency or court reporter will contact you to request a deposit before starting your request.
4. The agency or court reporter must receive your deposit before starting on your request. The start time for completion of your order begins once you make your deposit.
5. Once your transcripts are completed, for Appeals they will be sent to the Appellate Division Transcript Unit. Attorneys can retrieve a copy through eCourts Appellate. Self-represented litigants will be mailed a copy on CD. For Non-Appeal transcripts, the transcription agency or court reporter will directly send you the completed transcripts.



**New Jersey Judiciary**  
**Superior Court-Appellate Division**  
**Court Transcript Request (R. 2:5-3)**

**Transcript order is for:**

**Non-Appeal** → File with:

**Or**

**Appeal\*** → File with: Appellate Division Clerk's Office, Transcript Unit  
 Hughes Justice Complex, P.O. Box 968  
 Trenton, NJ 08625-0968  
 Appeal-Trans.Mailbox@njcourts.gov (609) 376-3040

**Type of Service:** \*See attached cost estimates and transcript ordering instructions.

Standard (30 Days)       Expedited (7 Days)       Daily (Next Business Day)

Plaintiff(s)	Trial Court Docket/Indictment #
V.	
Defendant(s)	County/Court

**Requesting Party**     **Attorney (For non-appeals only)**     **Self-Represented Litigant**

Name	Email Address	Phone Number
Address		Name of Law firm (if applicable)
City	State	Zip

Date(s) of Proceeding	Type(s) of Proceeding (e.g. trial, sentencing, motion, etc.)	Name of Judge(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date(s) of Proceeding	Type(s) of Proceeding (e.g. trial, sentencing, motion, etc.)	Name of Judge(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**\*NOTE: Attorneys may only use this paper form for non-appeal transcript requests.** To order transcripts for appeal (for example, transcripts not already in attorney possession), attorneys must complete a system-generated transcript request form through the eCourts Appellate system. See Notice to the Bar, *Mandatory Appellate Division Electronic Filing for All Case Types* (September 26, 2017).

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Date

You may request a particular transcript agency if the transcript was not previously ordered and prepared. Submit your deposit for transcript(s) within 5 days, directly to the transcription agency or court reporter who will be preparing your transcript(s).

# Estimated Costs for Transcripts

## **This Chart Is for Estimation Purposes Only**

**Only the transcript agency can provide you with the actual cost of your transcript**

**NOTE:** An order granting relief to proceed as an indigent does not entitle you to transcripts at public expense. Transcripts at public expense are typically granted only in criminal cases where the defendant qualifies for that relief. For additional questions, please contact your case manager.

**Do Not Expect to Receive Transcripts at Public Expense  
for a Civil or Family Appeal**

	<u>Standard</u> (30 Calendar Days)	<u>Expedited</u> (7 Calendar Days)	<u>Daily</u> (Next Business Day)
<u>Original Only</u>	\$4.68/page	\$7.02/page	\$9.36/page
<u>30 Minutes</u>	\$140	\$210	\$280
<u>Up to 1 Hour</u>	\$280	\$420	\$560
<u>Up to 2 Hours</u>	\$560	\$840	\$1120
<u>Up to ½ Day (3 hours)</u>	\$840	\$1260	\$1685
<u>Full Day (6 hours)</u>	\$1685	\$2525	\$3370

### **Please Note:**

**Additional copies are no longer required per rule relaxation of R. 2:5-3 dated October 10, 2018. However, if a litigant chooses to do so, additional copies may be ordered at the following rates:**

<b>Type of Service</b>	<b>Transcript to Be Provided Within</b>	<b>Fee for Additional Copy of Transcript</b>
Standard	30 calendar days	\$0.78 per page
Expedited	7 to 10 calendar days	\$1.17 per page
Daily	next calendar day	\$1.56 per page

- The above calculations are based on the current page rates (as Set by NJ Statute 2B:7-4) which are effective through July 1, 2025.
- An agency will not begin work on your transcript until they receive the estimated cost from the ordering party.
- The cost for a transcript is based upon the estimated number of pages that will comprise the final transcript. A refund or balance due will be settled upon completion of a transcript (R. 2:5-3(d)).