

NOTICE TO THE BAR

**COURT TRANSCRIPTS – UPDATED TRANSCRIPT REQUEST FORM WITH
DROP-DOWN MENU FOR COUNTY TRANSCRIPT OFFICES**

This notice promulgates an updated version of the Court Transcript Request Form (“CTRF”), which has been enhanced by adding prepopulated fields in a drop-down menu for use when selecting a County Transcript Office. This new functionality is designed to ensure that transcript requests are directed to the intended office at the correct address, thereby minimizing errors and delays in processing.

Substantive revisions to the paper CTRF were announced by an October 10, 2018 notice to the bar. As stated in that notice, attorneys seeking transcripts for purposes of appeal must complete the system-generated court transcript request form provided in the eCourts-Appellate system, not the paper CTRF.

The requirement of electronic submission of transcript requests went into effect on January 1, 2019, on which date the estimated costs for transcripts (as set forth in an attachment to the CTRF) also were revised. These revisions and updates are set forth in the Supreme Court’s order of October 10, 2018, which relaxed and supplemented Rule 2:5-3 so as to reduce the number of required copies to only the original certified transcript, which is to be submitted in an electronic format.

Attorneys can use the CTRF only to request Superior Court transcripts for non-appeal purposes or when necessary to decide whether to file an appeal. Such requests should be submitted to the applicable County Transcript Office for processing. The form, which is available as a fillable PDF, now includes office names and addresses for those County Transcript Offices. The form is available on the [Self Help Center](#), listed under the [Appellate Division/Appealing a Trial Court or State Agency decision](#) heading.

Questions regarding this notice or transcript procedures in general may be directed to Karen A. Carroll, Appellate Division Deputy Clerk for Administration, at (609) 815-2950 x54730 or Karen.Carroll@njcourts.gov.



Glenn A. Grant, J.A.D.
Acting Administrative Director of the Courts

Dated: March 15, 2019