



**New Jersey Judiciary  
Superior Court - Appellate Division  
Court Transcript Request**

**Transcript order is for:**  **Appeal\*** → File with Central Office at: Appellate Division, Transcript Unit, Hughes Justice Complex, PO Box 968, Trenton, NJ 08625-0968  
[Appeal-Trans.Mailbox@NJCourts.Gov](mailto:Appeal-Trans.Mailbox@NJCourts.Gov) (609) 376-3040

or  **Non-Appeal** → File with local County Transcript Office  
[http://www.njcourts.gov/forms/11948\\_transcript\\_offices.pdf](http://www.njcourts.gov/forms/11948_transcript_offices.pdf)

**Turnaround Time:\*\***

<input type="checkbox"/> <b>Standard (30 Days)</b> Original - \$4.29 per page Copy - \$0.72 per page	<input type="checkbox"/> <b>Expedited (7 Days)</b> Original - \$6.44 per page Copy - \$1.08 per page	<input type="checkbox"/> <b>Daily (Next Business Day)</b> Original - \$8.58 per page Copy - \$1.44 per page
--	--	---

\* All transcripts ordered for an appeal require you to purchase an original (for your use and for you to provide copies to your adversaries) and a copy which will be sent directly to the Appellate Division.

\*\* These timeframes are for the completion of the transcript. Delivery may add a day or two to your receipt of the transcript. The prices above are effective through June 30, 2020. You may request to use a transcript agency that accepts credit cards.

**If you wish to use the services of a particular transcript agency, please contact the appropriate transcript office.**

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

Requesting Party			
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)

I agree to pay for the preparation and any copies ordered of the transcript(s) for the above date(s) pursuant to R. 2:5-3(d). **Note:** Transcript fees are set by New Jersey Statute 2B:7-4. All transcription for court purposes must adhere to this pricing, no discounts are permitted by the Statute. No work will be done on your transcript until the deposit is received by the reporter/transcriber.

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

\_\_\_\_\_  
Date

Deposits for transcripts are based on the estimated number of pages that will comprise the completed transcript. Deposits must be provided directly to the transcription agency or court reporter who is assigned to prepare your transcript. The local transcript office is not involved in any monetary issues regarding the cost of your transcript. An additional sum or reimbursement of monies paid may be required prior to or upon completion of the transcript order. Only the reporter/transcription agency can provide you with the amount of the deposit that is required to prepare your transcript.