



**COURT OF COMMON PLEAS  
UNION COUNTY, OHIO**

215 W. Fifth Street, Floor 2  
Marysville, Ohio 43040  
Tel: (937) 645-3015

**TRANSCRIPT REQUEST FORM**

**Please complete this form and email it to [twatkins@unioncountyohio.gov](mailto:twatkins@unioncountyohio.gov).**

Once the completed form is received, you will be contacted via email by the Court Reporter. The transcript will be prepared after you are contacted by the Court Reporter and upon payment of the deposit. **Payment in full is due prior to delivery of the transcript as follows:**

**Audio CD: \$10.00**

**Re-keying Fee: \$50.00/hour, 2 hour minimum**

**Transcript:**

	<b>Civil Case</b>	<b>Criminal Case</b>
<b>Original</b>	\$6.25 per page	\$4.75 per page
<b>Copy</b>	\$0.10 per page	\$0.10 per page

\*See August 28, 2024, Journal Entry filed in 24-MS-0039 In The Matter Of: Court Reporting Fees

**Exceptions may apply.**

Check One (exceptions may apply):

Original Transcript

Copy of Transcript

Audio CD

**ORDERING PARTY INFORMATION ( \* - Required Information)**

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\* First Name

\* Last Name

Attorney Registration Number

\* Business Telephone Number

Alternate Telephone Number

\* Email Address

**TRANSCRIPT INFORMATION ( \* - Required Information)**

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\* Party Name

\* Case Number

Judge's Name/Magistrate's Name

\* Hearing Date

\* Hearing Time

Check Whichever Apply and Add Date:

Arraignment

Pretrial

Plea

Motion Hearing

TPO Hearing

Sentencing

Dissolution/Divorce

Voir Dire

Jury Trial (Note: voir dire not included)

Bench Trial

Call with Estimate

Other

Specific Witnesses (For Jury/Bench Trials Only):