

STATE PUBLIC DEFENDER
REQUEST FOR TRANSCRIPTS OF IN-COURT PROCEEDINGS

Case Caption: _____

Court Reporter:

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

Court Case #: ____ - ____ - _____

SPD Case #: ____ - ____ - _____
Add'l SPD Case #s: _____

Send transcripts to:

- Requesting counsel
 Opposing counsel

Requesting Counsel:

SPD Staff Private Bar
Name: _____
Street Address: _____
City, State, Zip: _____
Phone: _____

Case type:

- Pending circuit court case
 Appellate case

Opposing Counsel:

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

I request that you prepare and transmit transcripts of the following proceedings (provide dates of proceedings requested).

Signed: _____ **Date:** _____

To the court reporter: Pursuant to s. 967.06, Stats., the named attorney requests that you prepare the transcript(s) of the proceeding(s) indicated above, provide a copy to the attorney, and file the original in the court record. Any filing of the original constitutes certification that you have already served the requesting attorney with a copy. s. 801.14(4). If the original transcript was previously prepared, please consider this to be a request for a copy. S. 967.06 has been amended to provide that the State Public Defender will pay for the original and the client's counsel's copy in all cases where the State Public Defender has appointed counsel. Any mailing or delivery fee over \$5 requires a receipt be attached to the transcript invoice.

Effective May 1, 2003 – Transcript invoices must be submitted as follows:

Requests for transcripts in pending circuit court cases: For pending trial cases, court reporters must send invoices for both staff and private bar attorneys to the local SPD office that appointed the attorney who ordered the transcript. Reporters must send or hand-deliver the invoices to the applicable SPD office. Do not give the invoice to the individual attorneys.

Requests for transcripts in appellate cases: For appellate cases assigned to SPD staff attorneys, the reporters must send the transcripts with the invoice to the SPD attorney's office. For appellate cases assigned to the private bar, court reporters must send the transcripts to the private bar attorney indicated on the request. Private bar attorney invoices must be sent to the SPD Administration Office, PO Box 7923, Madison, WI 53707-7923.

Addresses for all SPD offices are available under "Agency Directory" at www.wisspd.org

I certify that the attached invoice requests payment for the transcripts requested and no others, and that the transcript complies with SCR 71.04 (8).

Signed: _____ Date: _____
Court Reporter

The original request form must accompany your invoice.