

**STATE PUBLIC DEFENDER**  
**REQUEST FOR TRANSCRIPTION OF RECORDINGS**

Transcription Needed:     Audio     Video     Other: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Case Caption: \_\_\_\_\_

**Court Reporter:**

Name: \_\_\_\_\_

Court Case #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

SPD Case #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_

**Send transcripts to:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Negotiated Rates:** \$\_\_\_\_\_ per page    \$\_\_\_\_\_ per hour    \$\_\_\_\_\_ mailing/delivery

Notes:

Attorney Type     SPD Staff  
                           Private Bar

**I request that you prepare and transmit transcription of the following recording.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Transcription invoices must be submitted as follows:**

Requests for transcriptions of Recordings: Court reporters/transcribers must send or hand-deliver the invoices for both staff and private bar attorneys to the local SPD office that appointed the attorney who ordered the transcription. Do not give the invoice to the individual attorneys.

You must attach a receipt to the transcription invoice for any mailing or delivery fee over \$5.00.

**Addresses for all SPD offices are available under "Agency Directory" at [www.wisspd.org](http://www.wisspd.org)**

I certify that the attached invoice requests payment for the transcription requested at the agreed upon rates and no others.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Court Reporter or other transcriber

**The original request form must accompany your invoice.**