

STATE OF HAWAII In the _____ Court of the _____ Circuit (or name of agency)	REQUEST FOR TRANSCRIPT(S) OF PROCEEDINGS ☐ Check here if request is for Record on Appeal	Trial Court/Agency Case Number: Appellate Case Number:	
vs.	Requestor's Name: Firm (if applicable): Address: Phone No.: Fax No.: Email address: Attorney for: ☐ Plaintiff/Petitioner ☐ Defendant/Respondent ☐ Other (specify):		
REQUEST FOR: Transcript (Use docket code RT) Electronic recording (Use docket code RAV) (Data CD or DVD - must have access to computer)		Name of Court Reporter (if applicable): (Please complete a separate request for each court reporter)	
Date(s) of proceeding(s)	Type of proceeding (e.g. trial, motion, sentencing, etc.)	Portion of proceeding for which transcript is being requested	Name of Judge/Hearing Officer/Agency

Date notice of appeal filed:	Is a Court Reporter's Certificate of Prepayment or Waiver of Payment attached, or is a deposit of fees being made? ☐ Yes ☐ No If a deposit of fees is made, I direct the clerk of the court to use the deposit to pay the court reporter's fees upon completion of the transcript.
Date transcript(s) needed:	
Requestor's signature: _____ Date: _____	

REQUEST FOR TRANSCRIPT OF CONFIDENTIAL PROCEEDINGS IS APPROVED.

 Judge's signature: _____ Date: _____

ACKNOWLEDGMENT AND RECEIPT		For official use only
Date request received:	Estimated completion date:	
Court reporter's signature:		



Americans with Disabilities Act Notice

If you need an accommodation for a disability when participating in a court program, service, or activity, please contact the ADA Coordinator as far in advance as possible to allow time to provide an accommodation. Call the ADA Coordinator at (808) 482-2347 or by Fax (808) 482-2509, OR Send an e-mail to adarequest@courts.hawaii.gov. The ADA Coordinator will try to provide, but cannot guarantee, the requested auxiliary aid, service, or accommodation.

General Instructions for Requesting Transcripts of Court Proceedings for Appeal Purposes

Note: Please refer to Rule 10 of the Hawai'i Rules of Appellate Procedure for the specific requirements for requesting transcripts for appeal purposes.

1. Use a separate request form for each court reporter being asked to transcribe proceedings. You may list on one form multiple dates of proceedings to be transcribed by the same court reporter.
2. Use a separate request form to request transcripts of electronically-recorded proceedings from the supervising court reporter for a court, or if there is none, the administrator of the court whose proceedings are to be transcribed. You may list multiple dates of proceedings to be transcribed on one form.
3. If you are requesting transcripts of a confidential proceeding, please note that you will need to obtain the approval signature of a judge. See Rule 25 of the Rules of the Circuit Court which states, "The official reporter shall not furnish a transcript of a confidential proceeding without the court's written approval, unless authorized by law."
4. Within 10 days after filing a notice of appeal, you must file with the Legal Documents Section of the court you are appealing from the original and necessary copies of each request for transcripts, accompanied by one of the following (unless you are statutorily exempt from the transcript prepayment or deposit requirement by HRS § 606-13):
 - a. a certificate by the court reporter being required to prepare the transcript that the fees for the reporter's services have been paid or waived;
 - b. a deposit of the approximate cost of the transcript fees, as computed by the court reporter in advance in writing at the rate established by the Hawai'i Rules Governing Court Reporting; or
 - c. a deposit of the approximate cost of the transcript fees, as computed in advance in writing at the rate of \$150 for each hour of proceedings to be transcribed.
5. Within 5 days of filing a request for transcripts, you must either deliver or mail the required number of file-marked copies of the request for transcripts and accompanying documents to the court reporter/supervising court reporter/court administrator being requested to prepare the transcripts. In the alternative, you may deposit the required number of file-marked copies of the request for transcripts and accompanying documents in the court jacket (folder) of the individual court reporter being asked to prepare a transcript, or in the court jacket (folder) for requests for transcripts of family court proceedings or electronically-recorded proceedings.

The following are the required number of file-marked copies of a request for transcripts and its accompanying documents that you must provide to the court reporter, supervising court reporter, or court administrator being requested to prepare transcripts:

For non-family court proceedings recorded by court reporter	3 + no. of opposing parties/attorneys
For family court proceedings	4 + no. of opposing parties/attorneys
For electronically-recorded proceedings	1 for each audiotape/ videotape/compact disk to be transcribed + no. of opposing parties/attorneys