STATE OF HAWAII THIRD CIRCUIT  COURT: Circuit [ ] Family [ ]		RI	REQUEST FOR WRITTEN TRANSCRIPT/ RECORDING OF PROCEEDINGS		Case Numbe	PT	
District [ ]				1			
PLAINTIFF/PETITIONER				VS. DEFENDANT/RESPONDENT			
(Separate request for t					or transcript form for each reporter)		
[ ] Electronic recording (Data C				or DVD - must have access to computer)			
Date(s) of Proceeding			Portions of Proceeding for Transcript Requested		which	Name of Judge	
		Date Electro Are Needed:	nic Record(s)	[ ] I am a pro se litigant. (Representing Self)			
				[ ] I am an attorney privately retained & will make payment.			
				[ ] I am a Court Appointed attorney & have attached a copy of the Notice of Conflict & Order Appointing Counsel.			
				[ ] Other_	] Other		
Requestor's Name:				Attorney for: [ ] Plaintiff/Petitioner [ ] Defendant/Respondent			
Firm (if applicable):							
Mailing Address:			Requestor's Signature and Date				
Phone No.							
ACKNOWLEDGMENT AND RECEIPT							
			plicable: Signatu orter/Estimated Co			(For Official Use Only)	
Signature of Judge/Date							



In accordance with the American Disabilities Act, if you require an accommodation or assistance, please contact the ADA Coordinator at Phone no. (808) 961-7629, Fax (808) 961-7577 or email: adarequest@courts.hawaii.gov at least ten (10 )working days in advance of your hearing or appointment date.

Reprographics (5/2016)3C 3C-P-391

## REQUEST FOR TRANSCRIPT AND/OR COPY OF ELECTRONIC RECORDING

## INSTRUCTIONS/INFORMATION

## **REQUEST FOR TRANSCRIPTS (original + 3 copies)**

Please complete the request form and remember to include your <u>mailing address and phone</u> number.

Once processed, the request will be forwarded to a court reporter for transcription. The reporter will contact you directly either by phone or mail as to the cost and the payment process.

## REQUEST FOR ELECTRONIC RECORDING -CD/DVD (original + 3 copies)

A computer is required to playback the data CDs. Also, a free software called the Record Player needs to be downloaded for those cases heard after 3/29/09 at the Hilo/Puna District Courts and Family Courts. Those prior to that date may be played back using Windows Media software program which is on the majority of computers; however, the software is not compatible with Mac or IMAC computers.

CD/DVD recordings for Kona District, Family and Circuit Courts and South Kohala, Hamakua, Kau District Courts may be played back using Windows Media only. The CD/DVD recordings are not compatible with Mac or IMAC computers.

Please note: hearings and trials not recorded on CD/DVD would then be on either audiotapes or recorded by court reporters. If that is the case, then only written transcriptions can be requested. (For written transcriptions, please refer to instructions above for Requests for Transcripts)

Please complete the request form and remember to include your <u>mailing address and phone</u> number.

Cost of CD/DVD for:

Hearings - \$25 per hearing date Trials - \$50 per trial date

You will be contacted via phone once the copy(ies) are done and advised when it is ready for pick up. Payment must be made at the time of pick up and you will be advised as to the payment process.