* 20th Judicial Circuit Court * Court Administration for Lee, Collier, and Charlotte, Glades and Hendry Counties **TRANSCRIPT ORDER FORM**	For Court Use Only **Due Date:**
1. NAME	2. DATE
3. EMAIL ADDRESS	4. AREA CODE/PHONE NUMBER ( ) -
5. AGENCY/FIRM NAME	6. ☐ State Attorney ☐ Public Defender ☐ Privately Retained Attorney ☐ Pro Se (non-attorney) ☐ Court-Appointed Conflict Attorney

7. MAILING ADDRESS	8. CITY	9. STATE	10. ZIP CODE -

11. CASE NUMBER	12. JUDICIAL OFFICIAL	13. DATE/TIME OF PROCEEDING DATE: TIME: ☐ am ☐ pm

14. CASE NAME (STYLE OR CAPTION)	15. LOCATION OF PROCEEDINGS Lee County

16. ORDER FOR ☐ APPEAL ☐ NON-APPEAL	17. TYPE OF CASE ☐ CRIMINAL ☐ CIVIL ☐ POST-CONVICTION ☐ CAPITAL CASE ☐ GRAND JURY ☐ OTHER*

*Conformed copy of Court order is required for transcription of Juvenile proceedings.

18. Specify type of proceeding and date of proceeding for which transcript is requested

TYPE OF PROCEEDING	DATE(S)

19. TRANSCRIPT TURNAROUND/EXTRA COPIES

TURNAROUND CATEGORY	ORIGINAL + ONE COPY	EXTRA COPY	ESTIMATED NUMBER OF PAGES	ESTIMATED COST
Ordinary (30 days)	☐	No. of Copies		
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Daily (Next day)	☐	No. of Copies		
20. BY WHAT DATE IS THE TRANSCRIPT NEEDED?				

REQUESTER SIGNATURE		DATE	BY
21. SIGNATURE (TYPE NAME IF ELECTRONIC SUBMITTAL) /s/	DATE ORDER RECEIVED		
22. DATE	ORDER SENT TO TRANSCRIPTION SERVICE		
PROCESSED BY/COURT CONTACT	TRANSCRIPT RECEIVED FROM TRANSCRIPTION SERVICE		

SUBMITTAL METHOD: Deliver, along with CD, to Fort Myers Court Reporting, 2231 First Street, Fort Myers, FL 3390
Phone number: 239-334-1411

*** TRANSCRIPTS PREPARED AT PUBLIC EXPENSE MUST BE ACCOMPANIE BY A COURT ORDER ***

*** TRANSCRIPTS PREPARED FOR PRO SE LITIGANTS MUST BE ACCOMPANIED BY A DEPOSIT ***

(Rev. 12/17/04-bcg)