



## State of Rhode Island Judiciary

### Request for a Court Transcript in the District Court or the Rhode Island Traffic Tribunal

#### Instructions on How to Fill out This Form

The form begins on page 2.

Step 1: **Check the box by the court** where your case was heard.

Step 2: **Complete the Requestor's Information fields.**

Step 3: **Complete the Case Information fields.** Some examples of court proceedings are arraignment, motion, pretrial, hearing, and trial.

Step 4: **Check a box for the delivery date** of the transcript.

Step 5: **Sign and date** the form.



#### **What to do Once the Form is Complete?**

Step 1: Email the form to Transcription Plus, LLC at [karen.gmtpllc@gmail.com](mailto:karen.gmtpllc@gmail.com) and [mary@transcriptionplus.net](mailto:mary@transcriptionplus.net).

Step 2: Upon receipt of the form, an estimated processing cost will be determined. You will receive a “**deposit fee**” invoice by email with directions on how to pay. You will receive a link to pay online using a credit card, debit card, or bank transfer or you can mail a check to Transcription Plus, LLC, 3716 Messina Road, Clover, SC 29710. **Note:** This payment is a **deposit only** based on an estimated processing time. You may owe additional money once the transcript is completed.

Step 3: Once the deposit fee is received, the audio file will be uploaded from the court to Transcription Plus, LLC. If there is a balance due upon completion of the transcript, you will be notified by email of the amount and the balance must be paid before you receive the completed transcript.

Step 4: **Save a copy of your form.**



# State of Rhode Island Judiciary

## District Court

- 6<sup>th</sup> Division     4<sup>th</sup> Division  
 3<sup>rd</sup> Division     2<sup>nd</sup> Division  
 Rhode Island Traffic Tribunal

## Request for a Court Transcript

### Requestor's Information

Company name	
Your name and title	
Your full address	
Your email address	
Your telephone number	

### Case Information

Case number	
Court date	
Name(s) on the case	
Briefly describe the court proceeding you are requesting	

### Delivery Date of Transcript

- Check one:  Next business day – **For urgent requests only**  
 Two (2) to four (4) days

If the audio file is longer than three (3) hours, processing may take longer than four (4) days.

- Request cost estimate prior to processing

### Signature

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

Email this form to Transcription Plus, LLC, at  
[karen.gmtpllc@gmail.com](mailto:karen.gmtpllc@gmail.com) and [mary@transcriptionplus.net](mailto:mary@transcriptionplus.net).