

NOTICE

REQUEST FOR TRANSCRIPT –The first step in receiving a transcript is to obtain a “Request for Preparation of Transcript” document. This document is available in the clerk’s office at the Butler County Juvenile Court. There is no charge to file this request.

There are two types of transcript that can be requested. The first is a typed transcript that is prepared by a transcriber. A **TYPED** transcript must, in most cases, be provided to the Court if a motion to set aside, an objection or an appeal is filed. The second type of transcript is a copy of the audio hearing on CD.

If your motion to set aside or objection relates to a hearing where the court considers evidence (testimony, documents, etc.) it is your responsibility to provide a typed transcript of the hearing to the court per Ohio Rules of Juvenile Procedure 40(N)(3)(b)(iii). If you fail to provide the court with an **acceptable reason why a transcript is not needed; it is highly probable that your motion or objection will be dismissed without a hearing.**

If the court determines that a transcript is needed and you have failed to provide the court with a transcript, **the court may summarily dismiss your Motion to Set Aside or Objection.**

TYPED TRANSCRIPT

- a. Once the request for preparation of transcript is received, it will be the responsibility of the transcript manager to contact you by phone within five business (5) days of your request. At this point, you will be given an estimated amount of the cost for the transcript. This will be followed up with a written estimate that will be mailed to you. You have the option to either withdraw your request or continue the process.
- b. If you withdraw your request for the transcript, you **MUST** immediately do so in writing.
- c. If you continue you must deposit the estimated cost with the Court within five business days of transcript manager phone call. **The transcript will not be started until the court receives your deposit.** The deposit may be made at the Clerk’s Office of Butler County Juvenile Court or may be mailed in. When mailing the case number and reason is on the check and/or money order. At this time, the Court accepts cash, cashier check, money order and credit cards.
- d. The cost of a transcript is charged on the per page basis and will vary depending on its purpose:
 - a) Official transcript - \$4.00 per page
 - b) copy of transcript already prepared - \$.05 per page
- e. You **must** give **specific** hearing dates that you are requesting to be typed and/or recorded. Giving a very broad time-span is **not acceptable**.
- f. When the transcript is completed, the transcript manager will determine its length and the total cost. You will be contacted with the final amount. If the estimate was higher than your deposit, you will receive a refund. If the estimate is lower than your deposit, you must pay the remaining amount. **You will not be given your transcript until all money owed is paid in full.**

NOTE: If at any point a transcriber begins your transcript and you change your mind, you will be responsible for any costs incurred for the partial transcript prepared up to that point.

AUDIO CD

- a. Once the request for preparation of transcript is received, it will be the responsibility of the transcript manager to process the request. You will be contacted to pick up your CD when it is ready.

NOTE: Pursuant to Rules of the Appellate Procedure Rule 9(A) and 9(B), an electronic copy of a court hearing may not be submitted as part of the official record in place of a transcript. The appellate courts will only accept official transcripts as the record for matters under appellate review.

The transcript manager may be reached at (513)887-3313 between the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday to answer any questions as they relate to the requesting and/or payment of transcripts.

This office cannot provide you with legal advice. If you have any legal questions including, but not limited to, whether you will need a transcript to support your Objection, Motion to Set Aside or Appeal please seek the advice of a qualified attorney at law.

REQUEST FOR PREPARATION OF TRANSCRIPT

INSTRUCTION FOR COMPLETING FORMS

Case Number - Case Number is located on previous orders issued by the court regarding the child. The clerk can help you find the case number if you need assistance

In the Matter Of: (name of the case) - You should be able to find the name of the case on child custody, visitation, protection orders, abused child, neglected child, and dependent child cases. Most cases are usually captioned as "In the Matter of: Child's Name." Some child custody cases are captioned "Plaintiff's Name vs. Defendant's Name." This motion should not be filed in a parentage (paternity), delinquent child, unruly child, or juvenile traffic offender case. The clerk can give you assistance if you cannot find the name of the case.

Print your first and last name and relationship to the case

1 through 5 - Print the date of each hearing you would like transcribed, also note the name of the Magistrate

NOTE: Each day you would like transcribed must be noted separately on the available lines

Purpose - Checkmark the reason for requesting the transcript

Type of Transcript - Checkmark the type of transcript

If **Objection or Appeal**, checkmark if pleadings (appeal, objection, etc. paperwork) has been filed and the date it was filed.

Verify that you have read the transcript policy by:

Sign your name

Print your daytime Phone Number

Print your Street Address

Print you city, state and zip code