

**INSTRUCTIONS FOR REQUESTING TRANSCRIPTS:**

(For Hardee & Highlands County)

You need to put something in writing to our office asking that the transcript be prepared. The Judge may have to review your request and will provide my office with an order to transcribe.

You need to include the following information in your request:

Style of the case  
Date of the hearing  
Time of the hearing  
Judge presiding  
Your name, address and telephone number

Transcripts are \$4.00 per page. You will need to pay a deposit determined by the office before the transcript will be started. Once it is completed, you will be contacted to pay the balance of transcript, if any.

We have 30 days to complete the transcript once the request is received. If you should need the transcript prior to that date, you need to specify the date that you need the transcript. If you need the transcript within 3 working days of our receipt of said request, an expedited rate of \$8.00 will apply.

Should you have any questions, please call us at (863) 402-6981 or (863) 402-6982.

You may send your request to:      Electronic Court Reporter's Office  
430 S. Commerce Avenue, Rm 309  
Sebring, Florida 33870