

**INSTRUCTIONS FOR REQUESTING TRANSCRIPTS: (POLK COUNTY)**

**\*Party to the case or Attorney of Record  
can obtain an un-redacted transcript\***

**\*Non-party requestors can only obtain a redacted transcript\***

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 \_\_\_\_\_ vs \_\_\_\_\_  
Date of the hearing  
Time of the hearing  
Judge presiding  
Your name, address and telephone number

Transcripts are \$7.50 per page. You will need to pay a deposit determined by the office before the transcript will be started. We have 30 days to complete the transcript once the request/deposit is received. If you should need the transcript prior to that date, you need to specify the date that you need the transcript. Once it is completed, you will be contacted to pay the balance of transcript, if any.

If you need the transcript within 3 working days of our receipt of said request/deposit, an expedited rate of \$15.00 per page will apply. Expedited requests are at the approval of the Court Reporting Services Manager.

All payments must be in the form of a law firm check, money order or cashier's check made payable to the State of Florida. No cash or credit cards are accepted.

Should you have any questions, please call us at (863) 534-4009.

You may send your request to:      Electronic Court Reporter's Office  
P.O. Box 9000-Drawer J124  
Bartow, Florida 33831-9000  
Fax: (863) 534-2599