

Office of the Defender General

How to Order Court Transcripts for Public Defense/Assigned Counsel Cases

eScribers is the only transcription company authorized by the Court Administrator's Office to provide court transcripts.

eScribers, LLC

Contact: Michelle Farias
Telephone Number: (802) 225-8906
Address:
700 West 192nd Street
Suite # 607
New York, NY 10040
Fax Number: (973) 954-5619
Email Address:
VTtranscripts@escribers.net
www.escribers.net/vtorder.php

To submit a transcript request, follow the link to the vendor's website and complete the order form online or obtain a printable form to fax or email. You must serve a copy of the Order Confirmation to other parties involved with the case. You should keep a copy of the Order Confirmation for your own records. Be prepared to provide the following information (which you can obtain from the Case Summary in the Vermont Judiciary Odyssey Public Portal):

- Name and contact information of person ordering transcript
- Case Name
- Hearing date
- Docket Number
- Court Location and Type
- Judge
- Type of Hearing
- Courtroom (if known)
- Length of Hearing (if known)

For Supreme Court Appeals (including Bail Appeals): You must order transcripts of all the proceedings in the case within 14 days of filing the notice of appeal. In juvenile cases and bail appeals you must order all transcripts at the time you file the notice of appeal. (See V.R.A.P. 10 for further instruction on appellate procedures.) Failure to properly order the transcript may result in dismissal of your Supreme Court appeal. Send a copy of your request to the docketing clerk at the Supreme Court and to appellate counsel. In life imprisonment cases the superior court clerk orders the transcript within 14 days of the sentence (V.R.A.P. 10(b)(3)).

Deposits: Public Defenders, Assigned Counsel Contractors, and Ad Hoc Counsel do not need to submit any deposit with the order. eScribers' form allows you to check bill to Office of the Defender General.

Confirmation notices will be sent to the person ordering the transcript and to the Office of the Defender General. The confirmation notice contains a link to status of the order. The transcription company will order the audio from the court.

Transcripts are produced in PDF format. To open a PDF file, you will need Adobe Reader. Click on the link below to download Adobe Reader, if you do not already have it.

Adobe reader: <http://get.adobe.com/reader/?promoid=BUIGO>

Public Defenders, Assigned Counsel Contractors, and Ad Hoc Counsel:

- Do not order printed transcripts; they will be sent to you electronically, and you may print them as needed.
- Do not order an index unless you need it, as the ODG will be charged the same per page rate for index pages. (On eScribers' form you may need to "uncheck" index.)
- Standard order is 30-day delivery; only order 14-day or 7-day delivery if needed for a scheduled court hearing. The Supreme Court requests that transcripts for bail appeals be ordered on 3-day delivery.
- Please make sure to indicate if you are ordering transcripts for an appeal.
- Transcripts will be sent electronically to the ordering party; invoices will be sent directly to Office of the Defender General, along with an electronic copy of the transcript. You do not need to forward transcripts or invoices to the ODG.
- In appeals transcripts will be sent directly to the Supreme Court, as well as the ordering party and ODG. The appellant is responsible to order all transcripts and to provide the transcripts to other counsel as needed.
- If you are ordering transcripts in an older case, or a case that may have required the transcript for another matter, please check with Anthony Bambara in the Appellate Office (anthony.bambara@vermont.gov) if the transcript has already been prepared.