



ORPC TRANSCRIPT REQUEST FORM

This form is required for all ORPC Transcript Requests.
A filed court motion is not required for ORPC transcripts.

1. The requesting attorney fills out the top two boxes and submits to the court reporter. If an expedited request, the attorney must first get an ORPC approval signature in the bottom box before step 2.
2. The court reporter fills out the Invoice box and emails to payments@coloradoorpc.org for direct payment. Forms must be submitted no later than 30 days after the transcript delivery date.

Date		Requesting Attorney	
Date transcript needed by		Attorney Email	
Phone No.		u v	
Case No(s).		Parent's name	
Appellate Case Number		County	

Date of hearing(s)			
Will another person or party be requesting transcripts?	No	Yes	Who?

All transcript preparation and procedures are governed by CJD 05-03, and must follow those guidelines.

Court Reporter Invoice				
(To be completed and submitted by the Court Reporter for payment)				
Name			Tax Payer ID	
Phone No.				
E-mail				
Address				
City		State		Zip Code
Date Order Form Rec'd		Date Transcript Delivered		
Delivery Method	Electronic	Paper		
Number of pages _____ @ \$3.00 per page \$ _____				
Number of pages _____ @ \$0.75 per page \$ _____				
Number of pages _____ @ \$0.00 (No charge – state has already paid once) \$ -- NO CHARGE --				
TOTAL AMOUNT DUE: \$ _____				

Must have ORPC approval signature below prior to expedited transcript preparation.

FOR EXPEDITED ONLY (1. Attorney gets approval signature from ORPC; 2. Submit to Court Reporter)	
Date transcripts needed by: _____	Reason for expedited: _____
Number of pages _____ @ \$ 3.75 per page \$ _____	
_____	_____
ORPC: Melissa Michaelis Thompson	ORPC Approval Signature Date

ORPC DOES NOT PAY THE EXPEDITED RATE WITHOUT PRE-APPROVAL FROM MELISSA MICHAELIS THOMPSON
If requesting expedited, email the completed form for approval signature to mthompson@coloradoorpc.org.

For all other questions, contact payments@coloradoorpc.org.