

**COURT OF COMMON PLEAS
JUVENILE COURT DIVISION
9300 Quincy Ave
Cleveland, Ohio 44106
(216) 698-8400**

INSTRUCTIONS FOR OBTAINING TRANSCRIPTS

In order to submit a Transcript/Audio Copy Request Form, you must have one of the following: a filed Notice of Appeal, an order from another court granting you access to a copy of the transcript of the hearing(s) (i.e. Court of Appeals), or an order from this court granting you access. To obtain an order from this court granting you access, you must first file a Motion for Transcript

A. FILING A MOTION FOR TRANSCRIPT

- Please type or neatly print on the Motion for Transcript Form as well as the accompanying Certificate of Service when preparing your documents. Blue ink is preferred for all signatures. Your forms must be fully completed before they can be filed with the Clerk's Office.
- Case number must be placed in the upper right corner. Be sure you have the correct case number. The clerk is not responsible for determining which case number to use.
- YOU MUST SPECIFY EACH HEARING DATE YOU WANT TRANSCRIBED ON THE MOTION FOR TRANSCRIPT.
- A FILING FEE IS REQUIRED AT THE TIME OF FILING AND THE FEE MUST BE PAID AS FOLLOWS:
\$25.00 PER CASE NUMBER

THERE ARE FOUR (4) ACCEPTABLE METHODS OF PAYMENTS:

- CASH – YOU MUST HAVE THE EXACT AMOUNT
 - CHECK – MAKE PAYABLE TO JUVENILE COURT
 - MONEY ORDER – MAKE PAYABLE TO JUVENILE COURT
 - CREDIT CARD – YOU WILL BE CHARGED A 2.5% CONVENIENCE FEE (NON-REFUNDABLE)
- Await a journal entry in the mail informing you if the motion has been granted. If your motion is granted, you may proceed to "Submitting a Transcript/Audio Request Form".

B. SUBMITTING A TRANSCRIPT/AUDIO REQUEST FORM

- Please type or neatly print on the Transcript/Audio Copy Request Form. Blue ink is preferred for all signatures. Your forms must be fully completed before they can be filed with the Clerk's Office.
 - Please attach one of the following to the Request Form: a filed Notice of Appeal, an order from another court granting you access to a copy of the transcript of the hearing(s) (i.e. Court of Appeals), or an order from this court granting you access (see above).
 - YOU MUST SPECIFY EACH HEARING DATE YOU WANT TRANSCRIBED ON THE TRANSCRIPT/AUDIO COPY REQUEST FORM.
 - WHEN THE COURT ORDERS THE PARTY TO PAY FOR THE TRANSCRIPT, PAYMENT MUST BE PAID IN FULL BEFORE ANY TRANSCRIPT CAN BE ORDERED. PAYMENT CAN BE PAID DIRECTLY TO MIZANIN REPORTING SERVICE, INC. AT 5755 GRANGER ROAD, INDEPENDENCE TOWER, SUITE 335, INDEPENDENCE, OHIO 44131. MIZANIN WILL GIVE YOU ESTIMATED PRICE AT THE TIME OF PAYMENT.
- FOR ASSISTANCE COMPLETING AND FILING YOUR MOTION, WE RECOMMEND YOU CONTACT AN ATTORNEY OR THE CLEVELAND METROPOLITAN BAR ASSOCIATION, (216)696-3532 OR (877)CLEV-BAR.

- **THE COURT REQUIRES THE ORIGINAL DOCUMENTS OF YOUR FILING. THE CLERK'S OFFICE DOES NOT MAKE COPIES. THERE IS A COINED COPY MACHINE AVAILABLE FOR YOUR CONVENIENCE. ANY FORMS THAT REQUIRE A NOTARY MUST BE NOTARIZED BEFORE FILING WITH THE COURT. THERE IS A NOTARY AVAILABLE ON THE SECOND FLOOR OF THE JUVENILE COURT; THE FEE IS \$2.00 PER SIGNATURE.**