

# STATE OF MAINE

\_\_\_\_\_ COUNTY PROBATE COURT

DOCKET NO. \_\_\_\_\_

In re \_\_\_\_\_

TRANSCRIPT ORDER

Name, Address, Telephone Number and Bar Number of Petitioner's Attorney:

Name, Address, Telephone Number and Bar Number of Respondent's Attorney:

Name, Address and Telephone Number of Appellant or Appellant's Attorney and Maine Bar Number:

Reason for Transcript (*If the reason for the transcript is for purposes of appeal, this form must be filed at the same time as the Notice of Appeal form. See reverse side for instructions on requesting Transcript*)

- Appeal to the Law Court
- Reference: (Please specify) \_\_\_\_\_

Please check the box below that best describes the type of proceeding.

**PROBATE:**

- Decedent's Estate       Adoption       Claims       Protective Proceedings
- Decedent's Estate       Change of Name       Other \_\_\_\_\_
- Termination of Parental Rights

**CIVIL:**

- Claims       Trust       Other \_\_\_\_\_
- Parental Rights & Responsibilities

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**PAYMENT INFORMATION:**

- Transcript will be paid for with private funds
- Petitioner/Respondent has been determined indigent by the trial court.
- Transcript will be paid for from Government Agency funds.

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*Indicate below each proceeding you request transcribed in the above case.  
Counsel must provide specific information for each hearing to be transcribed.*

Except as otherwise designated, trial transcripts shall include testimony and bench conferences.

	<u>HEARING DATE</u>	<u>PROCEEDING (Trial, Motion, etc.)</u>	<u>COURT REPORTER/TAPE &amp; INDEX NO.</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

**INCOMPLETE FORMS WILL NOT BE ACTED UPON**

### INSTRUCTIONS FOR ORDERING TRANSCRIPTS

The charge for transcripts and expedited transcripts is determined by the transcriber.

If requested, a **DEPOSIT** of the total estimated cost of the transcript to be prepared shall be paid to the Official Court Reporter or the Electronic Recording Division prior to commencement of preparation of the transcript. The ordering party will be notified of the deposit due.

**APPEAL ORDERS:** When a transcript is ordered for inclusion in an appeal, the order must be filed with the Register of Probate at the time the Notice of Appeal is filed. Once completed, the original of the transcript will be filed with the appropriate court and a copy of the transcript will be mailed to the ordering party.

**REFERENCE ORDERS:** When a transcript is ordered for reference purposes, the order form must be filed with the Register of Probate who will then forward it to the Official Court Reporter and/or Electronic Recording Division.

The Official Court Reporter and/or the Electronic Recording Division will not accept responsibility for delay of transcript production nor for securing extensions when the ordering party fails to comply with the established practices and procedures for ordering transcripts.