



CIRCUIT COURT FOR KENT COUNTY

Circuit Court for Kent County
Office of the Court Reporter
103 N Cross St
Chestertown, MD 21620
410-778-7470



REQUEST FOR TRANSCRIPT

Today's Date: _____

To:
Taylor Strong, Digital Court Reporter
Circuit Court for Kent County
103 N. Cross Street,
Chestertown, Maryland 21620

CASE NAME: _____

CASE NO: _____

DATE (S): _____

JUDGE: _____

REQUESTED BY: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Date transcript is needed by requestor: _____ Date appeal noted (if applicable): _____

*Is this request for the purposes of an **appeal**?* YES: NO:

Transcription Company (if applicable): _____

Except for proceedings closed pursuant to law, as otherwise provided by rule, or as ordered by the court, Maryland Rule 16-504 provides in part that upon written request and the payment of reasonable costs, the authorized custodian of an official recording shall make a copy of the audio recording available to any person.

I am instructing the Kent County Circuit Court to forward the Audio CD and Notes to the Transcription company for the purposes of transcript.

SIGNATURE OF THE REQUESTOR: _____

Note: If request is for the purposes of an appeal, per **Maryland Rule 8-411(c)**, the appellant is required to file a copy of their request for transcript with the Circuit Court Clerk's Office.

Note: Only transcripts prepared and certified by the court's approved transcriptionists are deemed official and can be admitted as evidence. Audio records are \$20.00 per hearing date. **Payment for audio records must be received in full before your order is processed. We accept Checks or Money Orders, made payable to the Kent County Commissioners. We cannot accept debit, credit, or other forms of payment. Payment for transcripts is to be paid directly to the transcriptionist/transcription company.**