

## Instructions for Ordering Transcripts Sixth Judicial Circuit, Administrative Office of the Courts Court Reporting Department

The court reporting department maintains recordings or stenographic notes for these types of proceedings only:

### Stenographic Court Reporting Dept.:

Capital-case hearings and trials.

First-degree felony trials.

### Digital Court Reporting Dept.:

Advisories.

Felony hearings and trials.

Misdemeanor hearings and trials.

Civil traffic infractions and county ordinance violations (Pinellas County only).

Dependency hearings.

Shelter hearings.

Waiver of parental notification of abortion.

Termination of parental rights hearings and trials.

Delinquency hearings.

Hearings before a General Magistrate or Hearing Officer.

Domestic violence hearings (limited by type).

Return hearings.

Dating, sexual, and repeat violence proceedings.

Guardianship hearings (limited by type).

Adjudication of incapacity.

Appointment of a guardian.

Modification, termination, or revocation of the adjudication of incapacity.

Restoration of capacity.

Jimmy Ryce hearings and trials.

## Instructions for Ordering Transcripts

1. Fill out the transcript request form in its entirety. The transcript request form is available for pick up from any of the court reporting offices listed below, or the form can be retrieved online at our [website](#).
2. Return (mail, fax, hand-delivery or e-mail) the completed form to one of the offices listed below.
3. A member of the court reporting department will contact you with the estimated cost of transcription.

4. One-half of the estimated cost of transcription must be received by the court reporting department prior to commencement of transcription.
5. Check, cashier's check and money order are acceptable forms of payment, made payable to STATE OF FLORIDA. Credit and debit cards are accepted at the court reporting department only; you cannot pay over the telephone or internet. You must be present to swipe your card.
6. Transcripts will be produced within 30 days of receipt of payment of the deposit. Additional fees apply for expedited transcription. No more than 30 pages per day can be expected to be produced when ordering an expedited transcript.
7. Partial proceedings are limited to: Testimony of a witness, plea negotiations, plea colloquy, sentencing, court's final ruling, jury selection, opening statement, closing statement, and verdict. Proceedings will not be broken down any further than as stated herein.
8. Indigent for costs: If you or your client has been found indigent for costs, please provide a court order granting transcription to be paid by the Justice Administrative Commission.
9. Appeals: Please provide Designations to the Court Reporter. Appeals are generally an original and two copies (one copy for each party to the case), and the original and copies are sent to the Clerk of Court, Appeals, for processing. You will not receive a copy directly from the court reporting department unless you order an extra copy and pay for it.
10. Juvenile proceedings (dependency, delinquency, shelter, TPR, adoption, WPN): If you are not a parent, guardian or attorney of record, please provide a court order allowing you to request transcription.
11. In camera proceedings: Please provide a court order allowing transcription.
12. Guardianship proceedings: Please provide a court order allowing transcription.
13. When transcription is complete, you will be given the final cost. The transcript must be paid for in full prior to its release. You will be responsible for payment of the full balance due for the transcript whether or not you pick it up.

## Pinellas County Court Reporting Offices

### Pinellas County Digital Court Reporting

Administrative Office of the Courts  
Digital Court Reporting Department  
Pinellas County Justice Center  
14250 49th Street N., Suite H2000  
Clearwater, FL 33762  
Phone: 727-453-7474  
Fax: 727-453-7476  
E-mail: [DCRreporter@jud6.org](mailto:DCRreporter@jud6.org)

### Pinellas County Stenographic Court Reporting

Administrative Office of the Courts  
Steno Court Reporting Department  
Pinellas County Justice Center  
14250 49th Street N., Suite 3H

Clearwater, FL 33762  
Phone: 727-453-7233  
Fax: 727-453-7488  
E-mail: [StenoCR@jud6.org](mailto:StenoCR@jud6.org)

## Pasco County Court Reporting Offices

### New Port Richey Court Reporting

Administrative Office of the Courts  
Court Reporting Department  
West Pasco Judicial Center, Room 201  
7530 Little Road  
New Port Richey, FL 34653  
Phone: 727-847-8156  
Fax: 727-847-8159  
E-mail: [wpreporter@jud6.org](mailto:wpreporter@jud6.org)

### Dade City Court Reporting

Administrative Office of the Courts  
Court Reporting Department  
Robert D. Sumner Building, Room 124  
38053 Live Oak Avenue  
Dade City, FL 33523  
Phone: 352-521-4375  
Fax: 352-521-4118  
E-mail: [epreporter@jud6.org](mailto:epreporter@jud6.org)