

Vermont Judiciary

Transcript Order Instructions

A transcript is a written account of everything said during a hearing or trial.

The most common reason to ask for a transcript is because you are filing an appeal. If you are requesting a transcript for an appeal, you must indicate that on the order.

Anyone may request a transcript or audio recording of a nonconfidential hearing or trial.

Ways to Order

The court-approved transcript vendor is **eScribers**. You may order a transcript online, by email, by phone, or by mail.

Order online	gateway.escribers.net/vtorder.php
Email	VTtranscripts@escribers.net
Phone	800-257-0885
Mail	7227 North 16th Street, Suite 207 Phoenix, AZ 85020 If you are ordering by mail, use form 600-00639, Transcript Order.

Required Information

You will need this information to order a transcript:

- Case name
- Plaintiff's full name
- Defendant's full name
- Hearing or trial date
- Case number
- Type of hearing

If you don't have this information, call the Information Center, 802-652-1900.

Appeals to the Vermont Supreme Court

If the transcript request is for an appeal to the Supreme Court the appellant (the appealing party) must:

- Order a transcript **within 14 days of filing the Notice of Appeal**.
- Give a copy of the transcript order confirmation to the other parties.

For bail appeals and appeals from juvenile cases, transcripts must be ordered at the same time the Notice of Appeal is filed.

Costs

You may request a PDF by email, or a PDF by email **and** a print copy by mail.

Turnaround Time	Rate Per Page	
	PDF by email	PDF by email and print copy
1 business day	\$8.10	\$9.00
3 business days	\$6.20	\$7.10
7 days	\$4.85	\$5.75
14 days	\$4.30	\$5.20
30 days	\$3.40	\$4.30

Audio (Media) Copy
\$30.00 per hearing date

NOTE: It may not always be possible to meet the shortest turnaround times. Shorter turnaround times are prioritized over longer turnaround times, but the vendor must receive the audio file from the court before work on the transcript request can begin.

Other Costs

Word Index The index is one or more pages of key words with references to the page and line numbers in the transcript where the terms appear.	The cost per page is the same rate as what you choose for the transcript.
Additional Copies of Paper Transcript	90¢ per page
Audio (Media) Copy - digital file or CD	\$30.00 per hearing

Most orders require a deposit. The amount is based on the number of pages and the requested turnaround time. The larger the order and the shorter the requested turnaround, the larger the required deposit.

Other Options

If you can't afford the transcript, you may have other options.

Audio Recording

In some circumstances parties may qualify to use an official audio recording instead of ordering a written transcript.

Written Transcript Without Payment

In exceptional cases the Supreme Court may allow a party to get a written transcript without having to pay for it if they meet certain requirements.

See the [Transcripts web page](#) and Vermont Rule of Appellate Procedure 10(b)(8) and (9) for more information about these options, how to ask for them, and who may qualify for them.