

To transcriber

Name of court
Case No.
Court address
Telephone
Email

Audio transcription

Please find enclosed a request for a transcript together with _____ and, if applicable, a corresponding audio log or cause list.

This order has been placed by _____

Any draft judgment must be posted/emailed to this court, marked urgent, for approval by _____ prior to release.

The original draft approved and signed by the judge must be sent to me when you return the _____.

You are reminded that you must not supply any transcript of evidence judgment or any original additional copies ordered against this contract or direct without the written authority of the court.

The _____ must be returned to me within six weeks of the date of this letter. In the event of any delay, please notify the court as a matter of priority.

Officer of the court

Date