



MONTGOMERY COUNTY COMMON PLEAS COURT
GENERAL DIVISION
41 NORTH PERRY STREET
DAYTON, OHIO 45422

**REQUEST FOR AUDIO/VIDEO
 TRANSCRIPT**

CASE INFORMATION

CASE CAPTION:		FOR COURT USE ONLY
CASE NUMBER(S):	C.A. NUMBER:	REQUEST RECEIVED: _____
JUDGE:	JUDICIAL ASSISTANT:	SENT TO RM 103: _____
COURTROOM:		RECEIVED IN RM 103: _____
		CALLED/MAILED: _____

REQUESTED PROCEEDINGS

DATE(S)	TYPE OF PROCEEDING(S)

FORMAT FOR REQUESTOR/RECIPIENT _____	VHS TO BE FILED AS RECORD FOR APPEAL (SEE APP. R. 9(A))	WRITTEN TRANSCRIPT NEEDED (APPOINTED COUNSEL ONLY) INCLUDE VOIR DIRE
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REQUESTOR/RECIPIENT INFORMATION Check here if the requestor and recipient are the same person?

REQUESTOR NAME:	RECIPIENT NAME:
ADDRESS:	ADDRESS:
TELEPHONE NUMBER:	TELEPHONE NUMBER:
FAX NUMBER:	FAX NUMBER:
E-MAIL ADDRESS:	E-MAIL ADDRESS:

PAYMENT METHOD

Montgomery County Common Pleas Court
 Room 103, P.O. Box 972, 41 N. Perry Street, Dayton, Ohio 45422

I AM REQUESTING THAT THE ABOVE VHS/CD-ROM RECORD BE PREPARED. I WILL BE RESPONSIBLE FOR COSTS.	TRANSCRIPT WILL BE PROVIDED AT STATE EXPENSE FOR INDIGENT DEFENDANT.
REQUESTOR SIGNATURE _____ DATE _____	JUDGE SIGNATURE _____ DATE _____

ORDER PREPARATION (FOR COURT USE ONLY)

CD-ROMS DUPLICATED: _____	VHS TAPES/CD-ROMS DELIVERED TO: RECIPIENT/REQUESTOR	JUDICIAL ASSISTANT _____ DATE _____
VHS TAPES DUPLICATED: _____	COURT SERVICES CLERK'S OFFICE (CA)	

FINANCIAL SERVICES (FOR COURT USE ONLY)

TOTAL AMOUNT DUE: _____	FORM OF PAYMENT: CASH	PAYMENT RECEIVED BY _____ DATE _____
AMOUNT RECEIVED: _____	CHECK NUM _____	



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