

Transcripts

How do I order a transcript of my court hearing?

Please contact Michelle Lippoldt, Court Reporting Supervisor. You will be asked to provide the following information:

1. the case number and/or the names of the parties to the case; and
2. the date(s) or approximate date(s) of the court hearing(s) for which you are requesting transcripts.

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How much do transcripts cost?

Transcripts are billed on a per-page basis. The cost for a non-expedited transcript ordered by a private individual is \$3.15 per page for the original and \$1.00 per page for each copy. The court reporter will provide an estimate of the number of pages of the requested transcript. The court reporter may require a deposit in an amount sufficient to pay the estimated fee for the transcript at the time the transcript is ordered.

How long will it take for my transcript to be produced?

The production time for each transcript varies, depending upon the length of the transcript requested and the work load of the individual court reporter responsible for producing the transcript. Requests for transcripts to be produced on an expedited basis will be addressed by the individual court reporter responsible for same. Additional charges per page apply to expedited requests.

Can I order a transcript of a confidential proceeding?

You will need to provide a Court Order to obtain a transcript of any confidential proceeding. "Confidential proceedings" include adoption, juvenile, grand jury,

search warrants, mental health, in-camera proceedings and any other proceedings deemed confidential by the Court.

Can I order a transcript excerpt from a proceeding?

Yes, you can order a transcript excerpt; however, there is a minimum portion that the court reporter is allowed to provide. A transcript excerpt shall be, at a minimum, a full portion or section of a hearing (i.e., the direct or cross examination of a specific witness, closing arguments by one attorney, etc.) or the entire morning or afternoon session, whichever is less. In no instance shall a court reporter provide a transcript which omits paragraphs, sentences, words, questions or answers.

Are there special rules for ordering a transcript for use on appeal?

Yes. Please make the court reporter aware if your transcript order is for use in an appeal. There are time limitations for the filing of appeal transcripts, so it is very important to promptly provide the court reporter with a copy of your Notice of Appeal. Also, pursuant to Administrative Order, each transcript prepared for inclusion in an appeal record must be filed directly with the Clerk of the Circuit Court by the court reporter who prepared the transcript. (The Clerk of the Circuit Court is not allowed to accept a transcript for inclusion in an appeal record that has been out of the control of the court reporter prior to filing.) If you would like a copy of the transcript for your own use, please order an original to be filed with the clerk and a copy for your own use. Please note that an additional per page charge applies for a copy of the transcript.