

## HOW TO ORDER A TRANSCRIPT

1. Obtain the date, start & stop times and Digital Recording (DR) number from the clerk's minutes in the court file. To view the clerk's minutes, enter the case number and filter the documents by "Minutes." This information will be used to order the recording. To access case documents:
  - a. Use the Clerk's ECR Online application (limited case types available):  
<http://www.kingcounty.gov/courts/clerk/access-records/ECR-online.aspx>; **OR**
  - b. Come to one of the Clerk's Office locations, Records Access area, during business hours: <http://www.kingcounty.gov/courts/clerk/hours.aspx>
2. Contact a Court-Approved Transcriber from the list to make arrangements to complete the transcription work. Availability and fees can vary by transcriber, however anyone on the list can be used to produce Court of Appeals transcripts.
  - a. The list of Court-Approved Transcribers can be found on the Court-Approved Transcriptionist Page at:  
<http://www.kingcounty.gov/courts/clerk/programs/transcriptionists.aspx>
3. Order the recording(s):
  - a. Use the order form found at one of the links below:
    - i. <http://www.kingcounty.gov/~media/courts/Clerk/docs/misc/access-CD-request.ashx?la=en> for a CD; **OR**
    - ii. <http://www.kingcounty.gov/~media/courts/Clerk/docs/misc/access-audio-video-request.ashx?la=en> for a video request.
  - b. Use the information gathered in step 1 to fill out the form.
  - c. Once the form is completed:
    - i. Bring the form in person to the Records Access section of the Clerk's Office located on the 6<sup>th</sup> floor at the King County Courthouse, the 2<sup>nd</sup> floor at the Maleng Regional Justice Center or the Clerk's Office on the 2<sup>nd</sup> floor at the Youth Service Center; **OR**
    - ii. Mail to one of the addresses on the bottom of the form; **OR**
    - iii. By electronic records request at <http://dja-eweb.kingcounty.gov/records/>
4. The recordings can be produced in either CD format or sent electronically via Share file. Sending it electronically to the Court Approved Transcriber generally is their preferred method.
5. Recordings can be ordered at any site regardless of where the hearing was held.