



TRANSCRIPTION REQUEST FORM

Please complete one form per case and docket number, and email it with your recording (or a download link) to natasha@lunarscripts.com.

REQUESTED BY

Name:		Firm/Office:	
Address:		City/State/Zip:	
Phone:		Email:	
		Bar No.:	
Deliver Transcript To (email, if different from above):			

CASE INFORMATION

Case Name:			
Docket No.:		Court:	
		Courtroom:	
Type of Proceeding:		Judge:	
Plaintiff/Prosecution Attorney:		Defense Attorney:	
Witnesses/Speakers (helps with correct spellings):			

RECORDING

Type:	☐ Court audio	☐ Body-worn/dash camera	☐ Interview/statement	☐ Other (MP3, WAV, etc.):	
Date of Recording:		Start Time:		End Time:	
		Length:			
Number of Files:		Sent By (email, download link, etc.):			

Multiple dates, files, or cameras? List each one on page 2. If the court is sending the audio, please forward its confirmation email to me.

TRANSCRIPT OPTIONS

Date Needed:		Interpreter:	☐ Yes	☐ No	Language(s):	
Turnaround:	☐ Standard	☐ Rush	☐ 14 Day	☐ 7 Day	☐ 3 Day*	☐ Same Day*
Add:	☐ Word copy					
Copies To (name and party):					No. of Copies:	
Transcripts are delivered as a certified PDF by email. *Subject to availability.						
Special Instructions:						

BILLING

Payment Source:	☐ Private pay	☐ Indigent	☐ Government agency	☐ Other:		
Voucher No.:		Agency PO/Reference No.:				
Documents attached:	☐ Funding approval	☐ Court order or proof of indigency				
Private pay: a 50% deposit is required before work begins, and the balance is due before delivery.						
Indigent and agency orders: please include your voucher, funding approval, or purchase order number with this form.						

AUTHORIZATION

By signing, I request the transcript described above and agree to the payment terms for the payment source selected.

Signature:		Date:	
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RECORDING SCHEDULE

Use this page when the request includes more than one date, file, or camera. List one recording per row, in the order you want it transcribed.

Case Name: Docket No.:

#	File Name or Description	Date	Camera/Officer or Courtroom	Start Time	End Time	Length	Portion Needed or Notes
1							
2							
3							
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Start and end times help when only part of a recording is needed, or when the court clock or video timestamp should be matched.
For body-worn camera footage, list each officer's camera as its own row. Attach additional pages if needed.