THE SUPERIOR COURT OF THE STATE OF DELAWARE
TRANSCRIPT REQUEST FORM

PLEASE READ IN FULL BEFORE SUBMITTING YOUR REQUEST

- All sections of this form must be completed to process your request for a transcript.
- Please complete a **separate** request form for **each** transcript request.
- The cost of a transcript is based on a per-page rate:
  - Normal Delivery (approximately 30+ business days): $3.00 per page for an original and one copy and $2.00 per page for additional copies
  - Expedited Delivery (5 business days): $5.00 per page for an original and one copy and $3.00 per page for additional copies.
  - Daily, or Overnight, Delivery (8:00 AM the next business day): $6.50 per page for an original and one copy and $4.00 per page for additional copies.
  - Same Day Delivery (midnight of the same business day): $7.00 per page for an original and one copy and $5.00 per page for additional copies.
- Once your request has been processed, a Court Reporter will contact you with an estimate and delivery details. A deposit from one-half the estimated cost, up to the total amount of the estimated cost, may be required by the Court Reporters' Office prior to preparation of transcript**.**

I. CASE INFORMATION

Criminal ☐ OR **Civil** ☐ (Check One) **Case Number:** _____

Case Name or Defendant: _____

Date of Proceeding: _____ **Presiding Judge**: _____

Proceeding Type: Motion ☐ Hearing ☐ Case Review ☐ Plea ☐

Trial ☐ Violation of Probation ☐ Other: _____

Is this transcript associated with a Supreme Court appeal? Yes ☐ OR No ☐

Delivery Time: Normal ☐ Expedited ☐ Daily ☐ Same Day ☐

II. REQUESTOR INFORMATION

Name: _____

Relationship to Case/Defendant: _____

Address: _____

Phone Number: _____ **Email**: _____

Requestor Signature: _____ **Date**: _____

SUBMIT COMPLETED REQUEST FORM TO:

New Castle County
Court Reporters Office
500 N. King Street
Level 2, Ste. 2609
Wilmington, DE 19801
Superior.NCC.Transcripts@delaware.gov
(302) 255-0800 Option #6

Kent County
Court Reporters Office
38 The Green
1st Floor, Room 155
Dover, DE 19901
Superior.KC.Transcripts@delaware.gov
(302) 674-6541

Sussex County
Court Reporters Office
1 The Circle
2nd Floor, Room 202
Georgetown, DE 19947
Christine.Quinn@delaware.gov
(302) 856-5596