

**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

Kent County
Court Reporters Office
38 The Green
1st Floor, Room 155
Dover, DE 19901

Sussex County
Court Reporters Office
1 The Circle
2nd Floor, Room 202
Georgetown, DE 19947

Superior.NCC.Transcripts@delaware.gov
(302) 255-0800 Option #6

Chandra.King@delaware.gov
(302) 735-1901

Christine.Quinn@delaware.gov
(302) 856-5596