

Office of the Defender General

How to Order Court Transcripts for Public Defense/Assigned Counsel Cases

AVTranz and eScribers are authorized by the Court Administrator's Office to provide court transcripts. eScribers is the only company that is available to provide transcripts from the VHS tape system that is in use in Franklin Family Court. Orders for all other transcripts should be submitted to these two companies on a rotating basis, so that both companies get an equal share of the orders. When you have several transcripts that are needed in one particular case, you should use the same company for all of those transcripts.

<p>AVTranz Contact: Sales (Kelly DesLauriers) 145 Pine Haven Shores Rd. Suite 3102 Shelburne, VT 05482 Email: sales@avtranz.com Phone: 1.800.257.0885 x148 http://www.avtranz.com/order.php</p>	<p>eScribers, LLC Contact: Jason Gottlieb and Eric Solat Telephone Number: (973) 406-2250 Address: 700 West 192nd Street Suite # 607 New York, NY 10040 Fax Number: (973) 954-5619 Email Address: operations@escribers.net www.escribers.net/VTorder.php</p>
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To submit a transcript request, follow the link to the vendor's website and complete the order form online or obtain a printable form to fax or email. You must send a copy of the Request Form to other parties involved with the case. You should keep a copy of the Request Form for your own records. Be prepared to provide the following information (which you can obtain from the docket entries through Vermont Courts OnLine):

- Name and contact information of person ordering transcript
- Case Name
- Hearing date
- Docket Number
- Court Location and Type
- Judge
- Type of Hearing
- Courtroom (if known)
- Length of Hearing (if known)

For Supreme Court Appeals (including Bail Appeals): You must order transcripts of all the proceedings in the case within 10 days of filing the notice of appeal. In juvenile cases you must order all transcripts at the time you file the notice of appeal. (See V.R.A.P. 10 for further instruction on appellate procedures.) Failure to properly order the transcript may result in dismissal of your Supreme Court appeal. Send a copy of your request to Cathy Gattone at the Supreme Court and to appellate counsel. In life imprisonment cases

the criminal court clerk orders the transcript within 10 days of the sentence (V.R.A.P. 10(b)(6)).

Deposits: Public Defender's, Assigned Counsel Contractors, and Ad Hoc Counsel do not need to submit any deposit with the order. eScribers' form allows you to check bill to Office of the Defender General. AVTranz has lists of all public defender staff and contract counsel.

Confirmation notices will be sent to the person ordering and to the Office of the Defender General. The transcription company will order the audio from the court. The confirmation notice from eScribers contains a link to status of the order.

Transcripts are produced in PDF or PTX format. To open a PDF file, you will need Adobe Reader. To open a PTX file, you will need E-Transcript Bundle Viewer. Click on the links below to download the readers, if you do not already have them.

Adobe reader: <http://get.adobe.com/reader/?promoid=BUIGO>

E-Transcript Viewer: http://ptf.com/download/e_transcript_bundle_viewer/531386/

Public Defenders, Assigned Counsel Contractors, and Ad Hoc Counsel:

- Do not order printed transcripts; they will be sent to you electronically, and you may print them as needed.
- Do not order an index unless you need it, as the ODG will be charged the same per page rate for index pages. (On eScribers' form you must "uncheck" index.)
- Standard order is 30-day delivery; only order 14-day or 7-day delivery if needed for a scheduled court hearing.
- Please make sure to indicate if you are ordering transcripts for an appeal.
- Transcripts will be sent electronically to the ordering party; invoices will be sent directly to Office of the Defender General, along with an electronic copy of the transcript. You do not need to forward transcripts or invoices to the ODG.
- In appeals transcripts will be sent directly to the Supreme Court, as well as the ordering party and ODG. The appellant is responsible to order all transcripts and to provide the transcripts to other counsel as needed.
- If you are ordering transcripts in an older case, or a case that may have required the transcript for another matter, please check with Peggy St. Onge in the Appellate Office (peggy.stonge@state.vt.us) if the transcript has already been prepared.