



## Appellate Transcript Ordering Information

A certified transcript of exactly what was said during your hearing or trial is required on an appeal. This is so the judges can review what occurred in the trial court. The party who is filing an appeal (or cross-appeal) is responsible for finding out if there are transcript(s) and, if so, ordering the transcript(s). Failure to order or submit transcript(s) can result in the dismissal of your appeal.

**NOTE:** These procedures explain how to order transcript(s) for an appeal of a Superior Court (trial court) decision. Transcripts originating from the Tax Court, a State Agency or a municipal court must be ordered through those entities individually by you and not through the Appellate Transcript office.

### Ordering Process for Self Represented Litigants:

Self-represented litigants who are not represented by an attorney must order their appeal transcripts using the paper *Transcript Request Form*. Submit your completed form either by email to:

[Appeal-trans.mailbox@njcourts.gov](mailto:Appeal-trans.mailbox@njcourts.gov) or regular mail to the Appellate Division, Transcript Unit, Hughes Justice Complex, PO Box 968, Trenton, NJ 08625-0968.

### What happens after you place your order:

1. Standard orders will be processed in the order they are received. Daily and Expedited orders are given priority.
2. The appellate transcript office will contact a certified transcription agency or court reporter to transcribe your court proceeding(s). You may also request an agency as long as the transcript was not previously ordered and produced.
3. The selected transcription agency or court reporter will contact you for a deposit prior to starting your request.
4. The start time for completion of your order begins once you make your deposit. **Failure to order or submit transcript(s) in a timely manner can result in the dismissal of your appeal.**

Once your transcripts are completed, attorneys can retrieve a copy through the Appellate e-filing program. Self Represented litigants will have an electronic copy sent to them by the Appellate Transcript Office.

Appellate Transcript Office Hours  
8:30 am - 4:30 pm Monday - Friday  
(excluding State holidays)

### Contact info:

E:Mail [Appeal-trans.mailbox@njcourts.gov](mailto:Appeal-trans.mailbox@njcourts.gov)

Phone: 609-376-3040

Fax: 609-815-2949

### Ordering Process for Attorneys:

Effective January 1<sup>st</sup>, 2018, all attorneys are required to file their appeals electronically. See the [Notice to the Bar](#). Upon e-filing, you will complete a section that will automatically order any transcripts you need. As such, no paper transcript request forms will be accepted from attorneys.

Attorneys can e-file using the link below and entering their Bar ID and password for access.

[Click here to file electronically](#)

For e-Filing Help contact: 609-815-2950 x 52590  
or e-mail at [NJeDATAnotices.mailbox@njcourts.gov](mailto:NJeDATAnotices.mailbox@njcourts.gov)

Any attorney without a current appeal (for example, attorneys who are not ordering a transcript at the same time as filing an appeal) must order their transcript(s) as non-appeal through the county transcript office where the case originated. A list of [transcript offices contacts](#) is available online.



**New Jersey Judiciary**  
**Superior Court-Appellate Division**  
**Court Transcript Request (R. 2:5-3)**

**Transcript order is for:**  **Non-Appeal** → File with local County Transcript Office  
[http://www.njcourts.gov/forms/11948\\_transcript\\_offices.pdf](http://www.njcourts.gov/forms/11948_transcript_offices.pdf)

Or

**Appeal\*** → File with: Appellate Division Clerk's Office, Transcript Unit  
 Hughes Justice Complex, P.O. Box 968  
 Trenton, NJ 08625-0968  
[Appeal-Trans.Mailbox@NJCourts.Gov](mailto:Appeal-Trans.Mailbox@NJCourts.Gov) (609) 376-3040

**Type of Service:** \*See attached cost estimates and transcript ordering instructions.

Standard (30 Days)                       Expedited (7 Days)                       Daily (Next Business Day)

|              |                                   |
|--------------|-----------------------------------|
| Plaintiff(s) | Trial Court Docket / Indictment # |
| v.           |                                   |
| Defendant(s) | County / Court                    |

**Requesting Party**     **Attorney (For non-appeals only)**     **Self-Represented Litigant**

|         |                                  |              |
|---------|----------------------------------|--------------|
| Name    | Email Address                    | Phone Number |
| _____   |                                  |              |
| Address | Name of Law firm (if applicable) |              |
| _____   |                                  |              |
| City    | State                            | Zip          |
| _____   | _____                            | _____        |

| Date(s) of Proceeding | Type(s) of Proceeding (e.g. trial, sentencing, motion, etc.) | Name of Judge(s) |
|-----------------------|--|------------------|
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**\*NOTE: Attorneys may only use this paper form for non-appeal transcript requests.** To order transcripts for appeal (for example, transcripts not already in attorney possession), attorneys must complete a system-generated transcript request form through the eCourts Appellate system. See Notice to the Bar, [Mandatory Appellate Division Electronic Filing for All Case Types](#) (September 26, 2017).

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Date

You may request a particular transcript agency if the transcript was not previously ordered and prepared. Submit your deposit for transcript(s) directly to the transcription agency or court reporter who will be preparing your transcript(s).

# Estimated Costs for Transcripts

## **THIS CHART IS FOR ESTIMATION PURPOSES ONLY**

**Only the transcript agency can provide you with the actual cost of your transcript**

**NOTE:** An order granting relief to proceed as an indigent does not entitle you to transcripts at public expense. Transcripts at public expense are typically granted only in criminal cases where the defendant qualifies for that relief. For additional questions, please contact your case manager.

**DO NOT EXPECT TO RECEIVE TRANSCRIPTS AT PUBLIC EXPENSE FOR A CIVIL OR FAMILY APPEAL**

|                              | <u>STANDARD</u><br><small>(30 Calendar Days)</small> | <u>EXPEDITED</u><br><small>(7 Calendar Days)</small> | <u>DAILY</u><br><small>(Next Business Day)</small> |
|------------------------------|--|--|--|
| <b>Original Only</b>         | \$4.29/page  | \$6.44/page  | \$8.58/page  |
| <u>30 Minutes</u>            | \$125  | \$200  | \$300  |
| <u>Up to 1 Hour</u>          | \$250  | \$375  | \$500  |
| <u>Up to 2 Hours</u>         | \$500  | \$750  | \$1000   |
| <u>Up to ½ Day (3 hours)</u> | \$775  | \$1150   | \$1500   |
| <u>Full Day (6 hours)</u>    | \$1550   | \$2300   | \$3100   |

**Please Note:**

**Additional** copies are no longer required per rule relaxation of R. 2:5-3 dated October 10, 2018. However, if a litigant chooses to do so, additional copies may be ordered at the following rates:

| Type of Service | Transcript to Be Provided Within | Fee for Additional Copy of Transcript |
|-----------------|----------------------------------|---------------------------------------|
| Standard        | 30 calendar days                 | \$0.72 per page                       |
| Expedited       | 7 to 10 calendar days            | \$1.08 per page                       |
| Daily           | next calendar day                | \$1.44 per page                       |

- The above calculations are based on the current page rates (as Set by NJ Statute 2B:7-4) which are effective through July 1, 2020.
- An agency will not begin work on your transcript until they receive the estimated cost from the ordering party.
- The cost for a transcript is based upon the estimated number of pages that will comprise the final transcript. A refund or balance due will be settled upon completion of a transcript (R. 2:5-3(d)).