

**STATE PUBLIC DEFENDER REQUEST FOR TRANSCRIPTS**

Case caption: \_\_\_\_\_

Court case no. \_\_\_\_\_ SPD File no. \_\_\_\_\_

Court reporter: \_\_\_\_\_ Requesting Counsel: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
Phone Number: \_\_\_\_\_

Send transcripts to: <input type="checkbox"/> Requesting counsel <input type="checkbox"/> Opposing counsel	Atty type: <input type="checkbox"/> SPD staff attorney <input type="checkbox"/> Private bar attorney	Case type: <input type="checkbox"/> pending circuit court case <input type="checkbox"/> appellate case
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Opposing counsel: \_\_\_\_\_ Address: \_\_\_\_\_

**I hereby request that you prepare and transmit transcripts of the following proceedings (provide dates of proceedings requested).**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To the court reporter:** Pursuant to s. 967.06, Stats., the named attorney requests that you prepare the transcript(s) of the proceeding(s) indicated above, provide a copy to the attorney, and file the original in the court record. Any filing of the original constitutes certification that you have already served the requesting attorney with a copy. s. 801.14(4). If the original transcript was previously prepared, please consider this to be a request for a copy. S. 967.06 has been amended to provide that the State Public Defender will pay for the original and the client’s counsel’s copy in all cases where the State Public Defender has appointed counsel.

**Effective May 1, 2003 – Transcript invoices must be submitted as follows:**

Requests for transcripts in pending circuit court cases: For pending trial cases, court reporters must send invoices for both staff and private bar attorneys to the local SPD office that appointed the attorney who ordered the transcript. Reporters must send or hand deliver the invoices to the applicable SPD office. Do not give the invoice to the individual attorneys.

Requests for transcripts in appellate cases: For appellate cases assigned to SPD staff attorneys, the reporters must send the transcripts with the invoice to the SPD attorney’s office. For appellate cases assigned to the private bar, court reporters must send the transcripts to the private bar attorney indicated on the request. Private bar attorney invoices must be sent to the SPD Administration Office, PO Box 7923, Madison, WI 53707-7923. **The address for all SPD offices are available under “Agency Directory” at [www.wisspd.org](http://www.wisspd.org)**

I hereby certify that the attached invoice requests payment for the transcripts ordered and no others.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
                  Court Reporter

**The original request form must accompany your invoice.**