CIRCUIT COURT OF THE 18th JUDICIAL CIRCUIT
DuPage County, Illinois
OFFICIAL COURT REPORTERS OFFICE
505 N. County Farm Road, Room 366
Wheaton, Illinois 60187-3907

Kathryn E .Creswell
Chief Judge

NOELLE PIEMONTE
Reporter Supervisor

SANDRA GORAJCZYK
Administrator of Court Reporters

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# TRANSCRIPT REQUEST FORM

Today's Date: _____

Name: _____

Address: _____

City/State _____

Contact Phone Number & Email: _____

Case Name: _____

Case No.:_____ Judge: _____

Court Date: ( One date per sheet) _____ AM/PM Courtroom No._____

**Were these proceedings open to the public** **Yes** ☐ **No** ☐

*If the proceeding was closed to the public, a transcript cannot be prepared absent a court order*

**Please check one:** Regular Delivery, (3 weeks) ☐ Expedited Delivery, (2-7 days) ☐ Daily Copy (24 Hours) ☐

** A DEPOSIT BY CHECK OR CASH MAY BE REQUIRED**

Name of Attorney Present-Plaintiff/Petitioner: _____

Name of Attorney Present-Defendant/Respondent: _____

Add'l Info: _____

****FOR OFFICE & REPORTER'S USE****

**REPORTER ASSIGNED**:_____

ADD'L REPORTERS ASSIGNED:_____

DATE ORDER CONFIRMED w/REQUESTING PARTY: _____

NO-TAKE: _____ CANCELLED: _____WAITING/DEPOSIT: _____ESTIMATE:_____

REASSIGNED: _____ P/A DATE: _____ DATE COMPLETED: _____ DATE REC'D: _____

DATE OPPOSING COUNSEL CALLED: _____

****Please e-mail/fax transcript request form to the above address/fax number.**

**Attention: **Appeal orders must be requested in writing, Attention: Sandra Gorajczyk, Administrator of Court Reporting Services.**