

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

KENNETH J. POPEJOY  
Chief Judge

NOELLE PIEMONTE  
Reporter Supervisor

CHERYL BARONE  
Administrator of Court Reporters

Telephone: 630-407-8927  
Fax: 630-407-8932  
E-mail: Court.reporters@18thjudicial.org

## TRANSCRIPT REQUEST FORM

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

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

Case Name: \_\_\_\_\_

Case No.: \_\_\_\_\_ Judge: \_\_\_\_\_ Courtroom: \_\_\_\_\_

Court Date: (One date per sheet) \_\_\_\_\_ AM/PM Date needed by: \_\_\_\_\_

**Were these proceedings open to the public Yes \*If not, then court order needed**

**Please check one:** Regular Delivery, Expedited Delivery, Daily Copy  
(up to 3 weeks) (up to 7 days) (24 Hours)  
\$4.00 per page \$4.75 per page \$5.50 per page

**\*\* TRANSCRIPT NOT STARTED UNTIL DEPOSIT RECEIVED\*\***

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: Cheryl Barone, Administrator of Court Reporting Services.**