

# TRANSCRIPT REQUEST FORM

## Pyramid Lake Tribal Court

### REQUESTERS INFORMATION

☐ Plaintiff/Petitioner    ☐ Defendant/Respondent    ☐ Advocate/Attorney  
☐ Other (Please list your association to the case): \_\_\_\_\_

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### CASE INFORMATION (Record search & Retrieval have separate fees, please refer to the Fee Schedule):

Case Number: \_\_\_\_\_

Date of Hearing you are requesting transcripts for: \_\_\_\_\_

Case Parties: (Please list names at the time of filing, any aka's, or name changes):

Plaintiff/Petitioner: \_\_\_\_\_

Defendant/Respondent: \_\_\_\_\_

If applicable: Minor children's names: \_\_\_\_\_

### DELIVERY METHOD

- ☐ Appeal: All appeal transcripts are sent directly to the Inter-Tribal Court of Appeals  
☐ Hold for Pick-Up; Please notify when ready by:    ☐ Email    ☐ Phone  
☐ Mail (Please verify mailing address above)  
☐ Email (PDF Version) (Please verify email address above)

**DISCLAIMER:** There is a deposit required for ANY transcript request in the amount of \$4.00 per minute of the requested hearing which will be calculated by the Court Clerk. The deposit must be paid by cash/money order/debit card at the time of request. The deposit is NOT REFUNDABLE UNLESS, the final cost of producing the transcripts is less than the deposit. BE ADVISED, the cost of the transcripts may be MORE than the estimated deposit amount and the requesting party is responsible for paying any amount owed on the final invoice and due no later than seven (7) business days after notice is made.

By signing below, I certify that I will pay all charges in the transcription of the requested record (Deposit + Any additional on the final invoice).

\_\_\_\_\_  
Signature of Requester                      Date

### **COURT STAFF ONLY**

Date Received: \_\_\_\_\_ By (Clerk): \_\_\_\_\_  
# of Minutes: \_\_\_\_\_ x \$4.00 = \_\_\_\_\_ Receipt #: \_\_\_\_\_  
Date Sent: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Requester Notified: \_\_\_\_\_