



CIRCUIT COURT OF JACKSON COUNTY, MISSOURI
Department of Civil Records

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KANSAS CITY, MISSOURI 64106
(816) 881-3907

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Mary A. Marquez
Court Administrator

Angela E. Werkowitch
Director of Civil Records

REQUEST FOR TRANSCRIPTS

AUDIO WRITTEN

KC DIVISION

25 26 27 29 31 43

INDEPENDENCE DIVISION

28 30 32 33 34 42

REQUESTOR NAME: _____

TELEPHONE NUMBER (____) _____

ADDRESS: _____

PLAINTIFF: _____

DEFENDANT: _____

CASE NUMBER: _____

DATE OF HEARING: _____

TIME OF HEARING: _____

REASON FOR TRANSCRIPT: _____

FEES:

AUDIO TRANSCRIPT- \$25.00 (CLERK: ASSESSMENT CODE 3106)

WRITTEN TRANSCRIPT- A \$250.00 DEPOSIT TO ORDER. THE COURT WILL CONTACT REQUESTOR WITH THE EXACT COST AND EITHER ANY ADDITIONAL FEES WILL NEED TO BE PAID OR EXCESS FUNDS WILL BE RETURNED. (CLERK: ASSESSMENT CODES 3096 FOR \$240.00 AND 3104 FOR \$10.00)

NOTES:

Written transcripts for any division not listed on this form must be ordered through the court reporter of that division.

A Copy of this request needs to be filed with your payment at the location where your hearing was held.

Please allow 6 – 8 weeks after receipt of payment for processing of written requests.

Please allow 10 – 14 business days for processing of audio transcripts which must be picked up by the requestor in Civil Records.

Audio transcripts from the Jackson County Circuit Court (16th Judicial Circuit) are recorded into CD-R media. PC requirements: a CD-ROM drive and access to the Internet, with pop-up block turned OFF. You will need to be able to download and install FTR's *The Record Player* onto your PC to listen to the audio transcript.