



**CIRCUIT COURT OF JACKSON COUNTY, MISSOURI**  
**Department of Civil Records**

415 E. 12TH STREET, RM 305  
KANSAS CITY, MISSOURI 64106  
(816) 881-3907

308 W KANSAS, STE 107  
INDEPENDENCE, MO 64050  
(816) 881-1710

Mary A. Marquez  
Court Administrator

Antonia M. Craig  
Director of Civil Records

**REQUEST FOR TRANSCRIPTS**

AUDIO       WRITTEN

**KC DIVISION**

**INDEPENDENCE DIVISION**

25   26   27   29   31   43

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 \$250.00)

**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 (16<sup>th</sup> 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.