

§ 12.19 Request for Transcript

**IN THE [Insert Number] JUDICIAL DISTRICT
DISTRICT COURT OF [Insert Name] COUNTY, KANSAS
(CRIMINAL)(CIVIL) DEPARTMENT**

[Insert Name],)	
)	
Plaintiffs-Appellees,)	
)	
vs.)	[Insert District Court Case Number
)	and Division Number, if applicable]
)	
[Insert Name],)	
)	
Defendant-Appellant.)	
_____)	

REQUEST FOR TRANSCRIPT

COMES NOW the defendant John Doe and, pursuant to Rule 3.03 of the Supreme Court Rules, requests the following transcripts for the appeal of the above-captioned matter:

1. Transcript of Jury Trial [Insert Date] through [Insert Date] except this request does not include the jury voir dire, opening statements, closing arguments of counsel and plaintiff's testimony which was previously transcribed following trial.
2. Transcript of hearing on defendant's Motion for Judgment Notwithstanding the Verdict or Alternatively Motion for New Trial [Insert Date].

[Name of Law Firm or Agency]

BY _____
 [Attorney's Name and Registration Number]
 [Address]
 [City, State and Zip Code]
 [Telephone Number]
 Attorney for [Insert party designation]

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the foregoing Request for Transcript was furnished, by United States Mail, postage prepaid, this [Insert Date], to:

[Insert names and addresses of those on whom service is made.
The court reporter who took the transcript MUST be served.]

[Attorney's Name and Registration Number]

PRACTICE NOTE: If you are unsure which court reporter should be served, contact the district court clerk. Rule 354 requires the trial judge to enter on the appearance/trial docket the name of the court reporter taking proceedings. If the proceedings were electronically recorded, service is made on the clerk of the district court. Rule 365.

It is critical that the request state the transcript is for appeal because the court reporter's time begins to run upon service of the request. See Rule 3.03(d).