

# HOW TO ORDER A TRANSCRIPT

1. Obtain the date, start & stop times and Digital Recording (DR) number from the clerk's minutes in the court file. This information will be used to order the recording.
  - a. Clerk's minutes are available in the court file and found under codes such as MINS, JTRIAL, NJTRIAL, SMJHRG & MTHRG
  - b. If ordering online in the portal the hearings and start/stop times will be shown without the need to obtain the minutes
2. Contact a Court-Approved Transcriber from the list to arrange the transcription work. Availability and fees can vary by transcriber, however anyone on the list can be used to produce Court of Appeals transcripts.
  - a. The list of Court-Approved Transcribers can be found on the Court-Approved Transcriptionist Page at:  
<https://kingcounty.gov/courts/clerk/programs/transcriptionists.aspx>
3. Order the recording(s)  
There are 3 options to order the recording from the Clerk's Office.
  - a. By electronic records request at: <https://dja-prd-ecexap1.kingcounty.gov/?=home>  
**or**
  - b. Use the order form found at: [CD Request Form \(kingcounty.gov\)](#) Use the information from step 1 to fill out the form.  
**or**
  - c. Bring the form in person to the Records Access section of the Clerk's Office located on the 6<sup>th</sup> floor at the King County Courthouse, the 2<sup>nd</sup> floor at the Maleng Regional Justice Center or the Clerk's Office on the 2<sup>nd</sup> floor at the Children and Family Justice Center or mail to one of the addresses on the bottom of the form.
4. The recordings are sent out electronically via Sharefile. In the online portal the only option to order and receive the audio is in electronic format. If you prefer to order a CD you must order in person or by mail.
5. Forward the Sharefile link to the transcriber.