

Getting Started

Request for Report of Proceedings (Transcripts)

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use the *Request for Report of Proceedings (Transcripts)* form. Your use of the form does not guarantee you will be successful in court.

To learn how to fill out the form and file it with the court, read the *HOW TO REQUEST A REPORT OF PROCEEDINGS (TRANSCRIPTS)* instruction sheet and the instructions on the form.

Name of form:	<i>Request for Report of Proceedings (Transcripts)</i>
Purpose of the form:	To ask the court reporter to prepare the transcripts of a hearing or trial for the appellate court.
Types of cases the form CAN be used for:	All civil appeals to the appellate court.
Types of cases the form CANNOT be used for:	Criminal cases or any case that did not have a court reporter or was not recorded.
Cost to file the form:	You do not have to pay to file the form, but you must pay the court reporter for the cost of the transcript unless you filed an <i>Application for Waiver of Court Fees</i> and it was approved.
Special information or papers needed to complete the form:	<ul style="list-style-type: none"> You need to talk to the court reporter or the trial court clerk's office so you understand how to get the transcripts and to get the court reporter's name and address. Businesses other than sole proprietorships cannot represent themselves in the appellate court. Please talk to a lawyer.
Statutes and rules covering the form:	Illinois Supreme Court Rule 323
Where to find the form and instruction sheet:	illinoiscourts.gov/Forms/approved/
Where to get access to a computer and scanner to file and serve:	The appellate court clerk's office will have a computer and scanner where you can scan, save, and then use the computer to e-file and serve your document. Your trial court clerk's office or library may also have a computer and scanner you can use. For a list of legal self-help centers: illinoislegalaid.org/get-legal-help/lshc-directory .
For more information:	Read the <i>HOW TO REQUEST A REPORT OF PROCEEDINGS (TRANSCRIPTS)</i> instruction sheet that comes with these forms. You may also contact the appellate court where you are filing your case. You can find the contact information for the appropriate appellate court at: illinoiscourts.gov/AppellateCourt/ClerksDefault.asp . You can also find more information at: illinoiscourts.gov/CivilJustice/Resources/Self-Represented_Litigants/self-represented-civil-appeals.asp .