

SHORT CASE NAME: \_\_\_\_\_

**SUPREME COURT OF APPEALS OF WEST VIRGINIA  
APPELLATE TRANSCRIPT REQUEST FORM**

**INSTRUCTIONS:**

- (1) If a transcript is necessary for your appeal, you must complete this form and make appropriate financial arrangements with each court reporter from whom a transcript is requested.
- (2) Specify each portion of the proceedings that must be transcribed for purposes of appeal. *See* Rule of Appellate Procedure 9(a).
- (3) A separate request form must be completed for each court reporter from whom a transcript is requested. If you are unsure of the court reporter(s) involved, contact the circuit clerk's office for that information.
- (4) Failure to make timely and satisfactory arrangements for transcript production, including necessary financial arrangements, may result in denial of motions for extension of the appeal period, or may result in dismissal of the appeal for failure to prosecute.

**Name of Court Reporter, ERO, or Typist:** \_\_\_\_\_

**Address of Court Reporter:** \_\_\_\_\_

**Civil Action No.:** \_\_\_\_\_ **County:** \_\_\_\_\_ **Date of Final Order:** \_\_\_\_\_

Date of Proceeding	Type of Proceeding	Length of Proceeding	Name of Judge(s)	Portions Previously Prepared

**CERTIFICATIONS**

I hereby certify that the transcripts requested herein are necessary for a fair consideration of the issues set forth in the Notice of Appeal.

I hereby further certify that I have contacted the court reporter and satisfactory financial arrangements for payment of the transcript have been made as follows:

- ☐ Private funds. (Deposit of \$ \_\_\_\_\_ enclosed with court reporter's copy.)
- ☐ Criminal appeal with fee waiver (Attach order appointing counsel or order stating defendant is eligible.)
- ☐ Abuse & neglect or delinquency appeal with fee waiver (Attach order appointing counsel.)
- ☐ Advance payment waived by court reporter (Attach documentation.)

\_\_\_\_\_  
**Date mailed to court reporter**

\_\_\_\_\_  
**Counsel of record or unrepresented party**