



**JOHN O'GRADY**  
CLERK OF THE COURT OF COMMON PLEAS

\_\_\_\_\_  
PLAINTIFF

VS.

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
DEFENDANT

**REQUEST TO FILE TRANSCRIPT**

To: \_\_\_\_\_  
REPORTER

Please prepare and file the transcript of proceedings in this case with the Clerk of Courts of Common Pleas. Notice of Appeal was/will be filed on \_\_\_\_\_, 20\_\_\_\_.  
Therefore, the transcript must be filed on or before \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
REQUESTING ATTORNEY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE ZIP

\_\_\_\_\_  
TELEPHONE FAX

\_\_\_\_\_  
DATE