

RETURN TO:

Gina I. Rubino
Electronic Recording Room
Boone County Courthouse
601 N. Main Street, Belvidere, IL 61008
815-547-8116 FAX: 815-547-9213
GRubino@17thcircuit.illinoisCourts.gov

**TRANSCRIPT REQUEST FORM
Complete Section (A)**

(A) Order

Name: _____

Case Name: _____

Case No: _____ Court date: _____

Phone: _____ FAX: _____

Address: _____

Email: _____

E-TRAN/PICK UP _____ EST. SENT _____

Comments: _____

Date Ordered: _____ **Due Date:** _____

(B) Delivery

Completed: _____ ShareFile: _____

Final Pages: _____ Courtesy sent: _____

Date delivered: _____ Copy ordered: _____

Monthly Report: _____ Copy delv'd: _____

Delete Audio: _____

(C) Billing

Estimated: _____ Overpayment \$ _____

Deposit: \$ _____ Paid to Client \$ _____

Final Pages: _____ Check No. _____

Final cost/Invoice Sent \$ _____ Sent to: _____

Amount Owed: \$ _____ Date Sent: _____

Courtesy Billed: \$ _____ Courtesy Paid: _____

COMMENTS: