

# TOLEDO MUNICIPAL COURT

555 N. Erie Street  
Toledo, Ohio 43604

## Transcription Request Form

Today's Date: \_\_\_\_\_

### Case Information

\_\_\_\_\_

Plaintiff

\_\_\_\_\_

Case Number

V

\_\_\_\_\_

Defendant

\_\_\_\_\_

Judge/Magistrate

\_\_\_\_\_

Plaintiff Attorney's Name

\_\_\_\_\_

Date of Proceeding(s)

\_\_\_\_\_

Defendant Attorney's Name

\_\_\_\_\_

Courtroom Number

### Requester's Information

I am the:     Plaintiff                       Defendant                       Other: \_\_\_\_\_

Your First Name \_\_\_\_\_

Your Last Name \_\_\_\_\_

Your Telephone Number (\_\_\_\_) \_\_\_\_\_

#### For Court Use Only

Court Reporter Assigned: \_\_\_\_\_ Date: \_\_\_\_\_

Estimate Amount: \$ \_\_\_\_\_ Date estimate given to requester: \_\_\_\_/\_\_\_\_/\_\_\_\_

Estimate paid:  Yes (date paid: \_\_\_\_/\_\_\_\_/\_\_\_\_)     No (date refused to proceed: \_\_\_\_/\_\_\_\_/\_\_\_\_)

Balance owed: \$ \_\_\_\_\_ Balance paid date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date picked up \_\_\_\_/\_\_\_\_/\_\_\_\_