

How to Order a Transcript

1. **Review the court docket in CCAP** to obtain the name of the court reporter:

<https://www.wicourts.gov/casesearch.htm>

You will need the **case number** and the **date of the hearing** for any transcript request.

2. **Contact the court reporter listed on the court docket** to begin your transcript request.

Work directly with the court reporter regarding payment and the timeline for completion.

Please note:

- The court reporter may require a completed **Transcript Request Form CS-211** and prepayment.
- Use the court reporter directory to locate the reporter's contact information.
- Transcripts are not prepared until they are requested.
- If you do not see the court reporter listed in the directory, follow the additional instructions below.
- Some hearings are held **off the record**. If a hearing was off the record, a transcript cannot be produced.

3. **Additional instructions**

Follow these instructions if the CCAP entry shows any of the following:

- Digital Recording
- Unmonitored DAR
- The reporter's name is not listed in the directory

Submit the completed **Transcript Request Form CS-211** as follows:

1. Email the request form to: CRS.Milwaukee@wicourts.gov
2. Mail a copy of the request form to:

Transcript Request

ATTN: Digital Recording, Unmonitored DAR, or Reporter's Name Not Listed

901 N. 9th St., Room 609
Milwaukee, WI 53233