

**§ 12.22 Request for Transcript**

**IN THE [Insert Number] JUDICIAL DISTRICT DISTRICT COURT OF [Insert Name]  
COUNTY, KANSAS (CRIMINAL)(CIVIL) DEPARTMENT**

[Insert Name],

Plaintiff-Appellees,

vs.

[Insert District Court Case Number  
and Division Number, if applicable]

[Insert Name],

Defendant-Appellant.

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**REQUEST FOR TRANSCRIPT**

**[Insert Name] asks for the following transcripts to be prepared for the appeal of this case: [Insert a list of the specific transcripts or portions of transcripts needed, including the date of the hearing.]**

1. Transcript of Jury Trial [Insert Date] through [Insert Date] except this request does not include the jury voir dire.
2. Transcript of hearing on defendant's motion to suppress. [Insert Date].
3. *Authority.* Supreme Court Rule 3.03.

Attorney's Signature

/s/

Attorney's Name (typed or printed)

Kansas Attorney Registration Number

Address

Telephone Number

Fax Number

E-mail Address

Name of the Party Represented

### CERTIFICATE OF SERVICE

I certify that a true and correct copy of this Request for Transcript was sent by [Insert Method] on [Insert Date] to:

[Insert names and addresses of those on whom service is made.

The court reporter who took the transcript MUST be served.]

/s/  
\_\_\_\_\_  
Attorney's Name and Registration Number

**PRACTICE NOTE:** If you are unsure which court reporter should be served, contact the district court clerk. Rule 354 requires the trial judge to enter on the appearance/trial docket the name of the court reporter taking proceedings. If the proceedings were electronically recorded, service is made on the clerk of the district court and the managing court reporter or court reporter designated by the clerk. Rule 365.

It is critical that the request state the transcript is for appeal because the court reporter's time begins to run upon service of the request. See Rule 3.03(e).

Court reporters cannot be served through the electronic filing system; rather, they must be served by traditional means. When serving more than one court reporter, the attorney should upload this request once for each court reporter served, i.e., if three court reporters are served, the request should be uploaded three times.