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421 Loyola Avenue  
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Room 206

DIVISION "K"  
ORLEANS CIVIL DISTRICT COURT  
PARISH OF ORLEANS

Date by which transcript is needed: \_\_\_\_\_ If ASAP, state reason: \_\_\_\_\_.

**REQUEST FOR TRANSCRIPT**

I hereby request that the court reporter furnish a transcript of \_\_\_\_\_  
(specify type of hearing or trial)  
held on \_\_\_\_\_ in Section K, before Judge Bernadette M. D'Souza in Suit Number \_\_\_\_\_  
(date)  
Entitled: \_\_\_\_\_.

**YOUR SIGNATURE BELOW SIGNIFIES THAT YOU ARE OBLIGATED TO PAY FOR THE ESTIMATED COST OF THE TRANSCRIPTION SERVICES BEFORE THE TRANSCRIPT IS PREPARED. PLEASE NOTE IT IS NOT GUARANTEED THAT THE DATE YOU SPECIFIED WILL BE MET. EXPEDITED REQUESTS MUST BE APPROVED BY THE COURT REPORTER, SUSAN WILLIAMS LEE.**

I understand that the cost of such transcript will be \$5.00 per page for regular delivery – 14 days (two weeks), (original and one copy) and copies of requested transcripts are \$3.00 per page. Please request a Transcript rate sheet for any expedited requests via email.

New Orleans, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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SIGNATURE OF PERSON REQUESTING TRANSCRIPT

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