

\_\_\_\_\_
Name

\_\_\_\_\_
Address

\_\_\_\_\_
City, State, Zip

\_\_\_\_\_
Phone

\_\_\_\_\_
Email

I am the [ ] Plaintiff/Petitioner
[ ] Defendant/Respondent
[ ] Attorney for the [ ] Plaintiff/Petitioner [ ] Defendant/Respondent [ ] State of
Utah or a political subdivision and my Utah Bar number is \_\_\_\_\_

In the [ ] District [ ] Juvenile Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

(Case Name)

Request to Schedule a Court
Reporter
(Non-capital Case)

Case Number \_\_\_\_\_

Judge \_\_\_\_\_

Commissioner \_\_\_\_\_

I request that the court permit me to hire a certified court reporter licensed in Utah to
make a verbatim record of court hearings and other proceedings ordered by the court.

Date \_\_\_\_\_

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

[ ] The court reporter having agreed to and signed the attached terms and conditions, the request is approved.

[ ] This request is not approved.

Judge's signature may instead appear at the top of the first page of this document.

\_\_\_\_\_

Date

Signature ►

\_\_\_\_\_

Judge

\_\_\_\_\_

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State, Zip

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Email

In the [ ] District [ ] Juvenile Court of Utah  
 \_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

(Case Name)

**Acceptance of Terms and  
 Conditions to Appoint Court  
 Reporter**  
 (Non-capital Case)

\_\_\_\_\_  
 Case Number

\_\_\_\_\_  
 Judge

\_\_\_\_\_  
 Commissioner

- (1) I am and throughout these proceedings will remain a certified court reporter, licensed in Utah by the Division of Occupational and Professional Licensing.
- (2) I will make a verbatim record of court hearings and other proceedings ordered by the court.
- (3) Upon request for an official transcript and satisfactory arrangements for payment, I will transcribe my notes in the format prescribed by CJA 5-203.
- (4) I will file in the court in which the hearings were held a printed transcript, certified in accordance with Rule of Appellate Procedure 12 and Utah Code Section 78A-

2-409, and an electronic file of the transcript in Adobe Portable Document Format (PDF). The Utah state courts own the transcript and the electronic file.

- (5) If the hearing or proceeding is not a public hearing, I will not communicate to any person other than court personnel about the court hearing or proceeding.
- (6) I will comply with all applicable statutes and rules and will not engage in unprofessional conduct as defined in Section 58-74-502.

\_\_\_\_\_ Signature ► \_\_\_\_\_  
Date Court Reporter's Printed Name \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and served a copy of this Request to Schedule a Court Reporter (Non-capital Case) on the following people.

| Person's Name | Method of Service  | Served at this Address | Served on this Date |
|---------------|--|------------------------|---------------------|
|               | <input type="checkbox"/> Mail<br><input type="checkbox"/> Hand Delivery<br><input type="checkbox"/> E-filed<br><input type="checkbox"/> Email (Person agreed to service by email.)<br><input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.)<br><input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.) |                        |                     |
|               | <input type="checkbox"/> Mail<br><input type="checkbox"/> Hand Delivery<br><input type="checkbox"/> E-filed<br><input type="checkbox"/> Email (Person agreed to service by email.)<br><input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.)<br><input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.) |                        |                     |
|               | <input type="checkbox"/> Mail<br><input type="checkbox"/> Hand Delivery<br><input type="checkbox"/> E-filed<br><input type="checkbox"/> Email (Person agreed to service by email.)<br><input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.)<br><input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.) |                        |                     |

\_\_\_\_\_  
 Date

Signature ► \_\_\_\_\_  
 Printed Name \_\_\_\_\_