

*** Contact numbers for the Clerk's Offices in the District of Wyoming are found here –

Cheyenne: 307/433-2120

Casper: 307/232-2620

Mammoth: 307/344-2569

Lander: 307/232-2620

REQUEST FOR DIGITAL COPY OF RECORDED PROCEEDING(S)

Upon receipt of request for a digital copy of any recorded court proceeding(s) on CD, the **Clerk's Office** will:

- Create a digital copy of the requested recorded proceeding(s) on CD.
- Contact the requesting party to make payment and delivery arrangements.

REQUEST FOR TRANSCRIPT FROM FTR RECORDING

Upon receipt of request for an official certified transcript of any digitally recorded court proceeding(s), the **Clerk's Office** will:

- Create a digital copy of the requested recorded proceeding(s) on CD.
- Mail or e-mail said request and copy of the recorded proceeding(s) to a certified transcriber or make arrangements for pickup.
- If requesting party is CJA court-appointed, a CJA-24 form **must** be completed, signed by the judicial officer and included with the CD sent to the transcriber. Contact John Lang for assistance.

The **transcriber** will then:

- Contact the requesting party with an estimate of the transcription fees and make payment arrangements.
- Upon satisfactory payment arrangements, the transcriber will prepare the transcript.
- Upon completion, the transcriber will forward the certified transcript directly to the requesting party. The transcriber will also forward the certified transcript in PDF format to the Clerk's Office for filing, with notification of parties to be granted access.

307/433-2130

