



Kent County Office of the Public Defender

Request for Transcript

Directions for Requesting Attorneys:

- Please supply all information requested on the next page.
- A clear and concise explanation for the request must be documented.
- **REQUESTS FOR TRANSCRIPTS MUST BE SUBMITTED TO THE INDIGENT DEFENSE ADMINISTRATION OFFICE AT LEAST TWO (2) WEEKS PRIOR TO THE HEARING / PURPOSE FOR WHICH THEY ARE NEEDED.**
 - e.g. transcripts needed for use at trial must be requested at least two weeks prior to the scheduled trial date.
- Untimely requests for transcripts will be denied, absent extraordinary circumstances to be determined on a case by case basis.
- If the Indigent Defense Administrator believes a meeting is necessary to better understand the request, we will contact the listed attorney.
- Documents submitted as part of this request will be treated by the County's Indigent Defense Program as confidential client documents. Per MCL 780.987(10), such information is exempt from disclosure under Michigan's Freedom of Information Act.
- Email the request to indigent-defense@kentcountymi.gov or mail it to:
Kent County Office of the Public Defender
250 Monroe Avenue NW Suite 800
Grand Rapids, MI 49503

Transcript Request Information	
Request Date:	
Case Number:	
Client Name:	
Client Date of Birth:	
Date and Time of Hearing:	
Type of Hearing:	
Court where hearing was held:	
Judge before whom hearing was held:	
Attorney Name:	
Attorney Phone:	Attorney Email:
For what purpose(s) and/or hearing is transcript needed? Please provide <u>detailed</u> explanation (e.g. preparation of motion to quash bindover; impeachment of witness at trial; for expert consultation, etc.):	
Is this an expedited request? Yes No	
Date by which transcript is needed:	
I certify that this request for a transcript is being made no later than 2 weeks prior to the date listed above. Yes No	
If no, please provide detailed explanation for why transcript request is untimely.	