

IN THE MUNICIPAL COURT OF VANDALIA, OHIO
TRAFFIC, CRIMINAL, CIVIL AND/OR SMALL CLAIMS DIVISION

_____ : Case No. _____
Plaintiff, :
vs. : REQUEST FOR ESTIMATE OF COSTS
_____ : & PREPARATION OF TRANSCRIPT
Defendant. :

Now comes _____ and hereby requests an estimate of cost for the preparation of transcript and that said transcript be prepared in the above-captioned case from the following hearing or trial.

Date and Time of Proceeding: _____

Requested by: _____
Plaintiff/Defendant/Attorney for Plaintiff/Defendant

** Pursuant to Local Rule 9.01, an estimate shall be provided and a deposit shall be paid prior to the preparation of the transcript. The party requesting the transcript shall have two weeks from the date of estimate to pay the deposit required. Failure to pay the required deposit within the time allotted will result in a waiver of the request and the Court will proceed accordingly without a transcript. The party requesting the transcript shall be notified upon the completion of the transcript and the final costs must be paid in full at that time or the transcript will not be released.

Name: _____
Address: _____
Phone #: _____

CERTIFICATE OF SERVICE

The undersigned hereby certifies a copy of this document has been served upon _____, at _____ on this ____ day of _____, 2015.

Name: _____

DO NOT WRITE BELOW THIS LINE

Estimated Cost:	_____	_____
	Date	Amount
Deposit Received	_____	_____
	Date	Amount
Notice of Completion:	_____	
	Date	
Final Cost:	_____	_____
	Date	Amount
Paid in Full:	_____	_____
	Date	Method