

## Non-Party Transcript Request

Anyone who is not a party (the Requester) who seeks to obtain a transcript from a court proceeding in the South Carolina Administrative Law Court must complete a request form and email the signed request to the court reporting service and the Clerk's Office. The Chief Judge will review the form, and at his discretion, will either grant or deny your request. You will be notified by email of the Court's decision with a completed copy of this form. If the request is approved, the Requester may then proceed with ordering the transcript from the court reporter in accordance with their payment procedures. For further information or questions regarding this form, you may contact the Clerk's Office at (803) 734-0550.

### Non-Party Transcript Request Form

Requestor's Information			
<b>Full Name</b> _____	<b>Phone Number</b> _____	<b>Email Address</b> _____	
<b>Mailing Address</b> _____	<b>City</b> _____	<b>State</b> _____	<b>Zip Code</b> _____
Transcript Information			
<b>Docket Number</b> _____	<b>Case Caption</b> (e.g., John Doe v. South Carolina Dept. of Revenue) _____		
<b>Date(s) of Proceeding</b> _____			
<b>Presiding Judge</b> _____			

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Typed name serves as an attestation to the Court that the Requester's personal information is correct.)*