

**IN THE [trial court]
[county name] COUNTY, OHIO**

[plaintiff's name],

Plaintiff,

v.

[defendant's name],

Defendant.

Case No. [trial court case number]

Judge [judge's name]

ORDER FOR TRANSCRIPT

Appellant requests that the court reporter, [name of reporter], prepare the following in regard to the case described above:

- A complete transcript of the proceedings;
- A partial transcript of the proceedings, consisting of the following parts:

The notice of appeal was/will be filed on [date of filing]; therefore, the transcript must be completed and filed with the Clerk of the Court of Common Pleas by [notice of appeal date + 40 days, or + 20 days for accelerated case].

[name of person filing appeal]
[party represented — only if attorney]
[mailing address]
[phone/fax/email]

Certificate of Service

I certify that on [date], a copy of this document was [sent by U.S. mail, postage prepaid,/ hand delivered] to [recipient].

[name]