



The Commonwealth of Massachusetts
ADMINISTRATIVE OFFICE OF THE TRIAL COURT
Office of Transcription Services (OTS)
Two Center Plaza
Boston, Massachusetts 02108

REQUEST TO PREPARE THE TRANSCRIPT

The OTS Transcript Order Form must be attached to this Request To Prepare The Transcript.

COMMONWEALTH OF MASSACHUSETTS

_____, ss.
(Court Division)

SUPERIOR COURT

DOCKET NO.: _____

COMMONWEALTH

VS.

I am requesting the transcript/s of the above-mentioned proceeding/s held in the Superior Court Department on the following dates:

Respectfully submitted by (Attorney Name): _____

(Signature): _____

(BBO#, NAC#): _____

(Address): _____

(Phone, E-Mail): _____