

STATE OF NORTH CAROLINA

IN THE _____

NO.: _____

Plaintiff(s),

v.

Defendant(s).

**Appellate Division
Transcript Contract**

(N.C. R. App. P. 7)

Requestor Information

Name: _____

Firm/Agency: _____

Phone Number: _____

State Bar No.: _____

E-mail Address: _____

Attorney For: _____

Address: _____

Transcriptionist Information

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Proceedings to Be Transcribed

Date	Location (County and Courtroom)	Judge Presiding	Description

Additional proceedings are identified on page(s) _____.

Agreement

This constitutes an agreement between the requestor and the transcriptionist for a transcript of the proceedings identified in the "Proceedings to Be Transcribed" section, above.

1. The transcriptionist's fee for the transcript is \$_____ per page. *(Required Entry)*
The estimated length of the transcript is _____ pages. *(Optional Entry)*
Accordingly, the estimated total cost of the transcript is \$_____. *(Optional Entry)*
2. The requestor agrees to pay the transcriptionist's per-page rate for the transcript with a refundable deposit of \$_____ to be paid to the transcriptionist upon execution of this contract. *(Insert "0" if no deposit is required.)*
3. The requestor agrees to provide the transcriptionist with the contact information, including the e-mail address, of each party to the appeal.
4. The transcriptionist agrees to produce and deliver the transcript in accordance with the North Carolina Rules of Appellate Procedure and standards set by the North Carolina Administrative Office of the Courts.
5. The transcriptionist agrees to give the requestor an invoice for the transcript as soon as practicable.
6. The transcriptionist agrees to deliver the transcript to the requestor and to each person or entity that the requestor has identified as a party to the appeal.
7. The transcriptionist agrees to deliver the transcript in a text-born, fully-searchable, unsecured PDF file.
8. The transcriptionist agrees that the requestor may reproduce the transcript, prepare derivative works from the transcript, distribute copies of the transcript, and display the transcript publicly.
9. The transcriptionist agrees that the requestor may terminate this contract at any time prior to the delivery of the transcript. The requestor agrees that if this contract is terminated, the requestor will pay the transcriptionist for all of the work that the transcriptionist has completed at the time of the termination.
10. The requestor and the transcriptionist may agree by addendum to additional terms, but those additional terms do not supersede these terms.

Requestor's Signature:	Date:
Transcriptionist's Signature:	Date:

Service of Form Required

Rule 7 of the North Carolina Rules of Appellate Procedure requires the requestor to serve a completed copy of this form on each party and on the transcriptionist. The requestor's certificate of service may be added to the end of this form as an attachment.