



Legal Transcription Intake Form

Proceeding type: (e.g. Interview, Meeting, Focus Group, Bureau of Motor Vehicles Hearing)

Title or cover page requested: _____

Address of Proceeding: _____

Date of Proceeding: _____ Time of Proceeding: _____

Due Date (when do you need the final transcription) _____

Caption: (only applicable if legal proceeding, e.g. John Doe v. Secretary of State.)

Docket Number: _____ Hearing Officer: _____

Speaker Names: _____

Attorneys and who they represent: _____

Other pertinent spellings: _____

Client Matter or Billing # _____

Email completed files to: _____

Comments: _____
