

ACORN TRANSCRIPTIONS, INC.

Nancy B. Gardelli

3572 Acorn Street

North Port, FL 34286

Email: info@acornfla.com

www.acornfla.com

1-800-750-5747

1-941- 426-4465

FAX: 1-800-750-5746

FAX: 1-941-426-7055

WORK ORDER & INFORMATION SHEET

(For Massachusetts Only)

Requested by: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

_____ **Regular** _____ **Expedited (10 days - N/A for indigents; 50% premium)**

Number of Tapes/CDs enclosed: _____ **Type of Tape(s)** _____

(i.e., 4-track, standard, micro, mini, video)

Audio sent through website/date: (if applicable) _____

TRANSCRIPTS TO BE PRODUCED: (as of 9/1/11) **Desired Date:** _____

Original transcript - one printed original transcript will be provided to requester.

Copy transcript - only PDF copies by email will be provided unless hard copy is specifically requested.

Email address for PDF: _____

(Please type or print clearly)

_____ **Indigent – 2 copies of NAC form enclosed. (Two copies of allowed motion for funds is required for CPCS direct billing if more than one date is requested. The motion must have the court’s endorsement and the attorney’s signature on it.)**

_____ **Not indigent - Deposit Enclosed: \$250.00 minimum required**

(Call for estimate before sending tapes/CDs, if more than two dates and/or numerous copies are required)

CASE INFORMATION:

Information requested: - (enclose photocopy of docket sheet and/or police reports, if possible)

Case Caption: _____

Docket No.: _____

Court: _____

Judge: _____

Court Date(s): _____

Type of Trial/Hearing _____

If juvenile:

Mother's Attorney and address: _____

Father's Attorney and address: _____

Child/ren's Attorney and address: _____

DCF Attorney and address: _____

If civil/criminal:

If jury trial, do you want seating of jury transcribed: ____ Yes ____ No

Plaintiff=s Attorney/ADA and address _____

Defendant=s Attorney and address _____

All other attorneys and their clients: _____

Potential witnesses, if applicable (please type or print clearly):

Unusual names, places or terminology: _____

Additional notes or special instructions: _____

Date submitted to transcriber: _____

(Please forward by Priority Mail)

Check out our business listing in the 2012 Massachusetts Legal Pages and our website at www.acornfla.com

10/01/2011
