

**Portage County Court FTR Recorded Hearings  
Request for Transcript Order form**

**FTR Recorded Hearing Information**

<b>Case #</b>	
<b>Case Caption</b>	
<b>County Held In</b>	
<b>Judge/Commissioner Name</b>	
<b>Date of Hearing</b>	
<b>Time of Hearing</b>	
<b>Length of Hearing</b>	
<b>Date Transcript to be Received by</b>	
<b>Date Ordered</b>	

**Person Requesting Transcript**

<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>E-Mail</b>	

Please send form to: [clerkofcourts@co.portage.wi.us](mailto:clerkofcourts@co.portage.wi.us)

Or  
Portage County Clerk of Court  
Attn: Kim Stimac  
1516 Church Street, Stevens Point, WI 54481

**Please Note:** The Portage County Clerk of Court's office has **ten business days** to produce the recorded media and provide to the transcribing reporter. The reporter then has **60 days** in which to produce the transcript. Anyone requesting a recorded media be produced into a transcript that is not represented by an attorney, must make advance payment before receiving the completed transcript.