

STATE OF WISCONSIN, CIRCUIT COURT, \_\_\_\_\_, COUNTY

\_\_\_\_\_)
\_\_\_\_\_)
\_\_\_\_\_)
(part designation) \_\_\_\_\_)
\_\_\_\_\_)
- vs - \_\_\_\_\_)
\_\_\_\_\_)
\_\_\_\_\_)
\_\_\_\_\_)
(part designation) \_\_\_\_\_)

Statement on Transcript

Case No. \_\_\_\_\_

To: Circuit Court Clerk
Other Parties

Check one:

- A transcript is not necessary for prosecution of this appeal.
All transcripts necessary for this appeal are already on file and satisfactory arrangements with the court reporter(s) for service of a copy of the transcript(s) on the other parties have been made.
Satisfactory arrangements with the court reporter(s) have been made for the filing and service of the following transcript(s), as certified below by the court reporter: (Specify transcript(s) requested and dates of proceedings, for example; "pre-trial proceedings, 9/24/08," "trial, 10/14/08," etc.)

Date: \_\_\_\_\_

Table with 3 columns: Signature of Filing Attorney or Party, Telephone Number, State Bar Number; Name Printed or Typed, Email Address; Address

The COURT REPORTER must complete the following certification only if the transcript(s) is/are not already on file:

COURT REPORTER:

I certify that on (Date) \_\_\_\_\_ the above-designated portion(s) of the transcript(s) in (Case name (caption) \_\_\_\_\_, appeal no. \_\_\_\_\_, were requested and arrangements made for the payment of the costs of the transcript(s). The transcript(s) will be filed with the circuit court and served on the parties, pursuant to Wisconsin Statutes, §809.11(7), on or before (Date) \_\_\_\_\_.

Table with 2 columns: Signature of Court Reporter, Telephone Number; Name Printed or Typed, Court; Address

NOTE: §809.11(7) requires a court reporter to return this signed statement to the appellant within 5 days after receipt.

The clerk of circuit court shall forward this form to the Court of Appeals.

## Procedure for Preparing and Filing a Statement on Transcript

Attached is a Statement on Transcript form that may be used to comply with the appellate rules. You should follow these steps in completing the form.

1. Decide whether a transcript is necessary for the appeal. A transcript is a word-for-word record of everything said in court. If you did not appear in court (for example, if the judge dismissed your complaint without holding a hearing), a transcript is not necessary for the appeal. Simply check the first box and sign and date the statement on transcript. If you are electronically filing the form, you may use an electronic signature; simply check the “electronically signed by” box and then type your name.
2. If the transcripts you need have already been filed with the clerk of circuit court, check the second box and sign and date the statement on transcript. If you are electronically filing the form, you may use an electronic signature; simply check the “electronically signed by” box and then type your name. As the appellant, it is your responsibility to make sure that the other party also gets a copy of the transcripts, if they haven’t already.
3. If testimony or arguments were made in the trial court and you want the court of appeals to review a transcript of this testimony or argument, check the third box and sign and date the statement on transcript. If you are electronically filing the form, you may use an electronic signature; simply check the “electronically signed by” box and then type your name. Next, list the transcripts you have requested (i.e. pre-trial proceedings, trial, motion hearing, etc.) and the dates on which the hearing or trial occurred. In addition, **YOU MUST ALSO FOLLOW THE DIRECTIONS IN PARAGRAPHS 4 AND 5 BELOW.**
4. Find the name of the court reporter who transcribed the testimony (check with the clerk of the circuit court for the name). Contact the court reporter and make arrangements to pay for the transcript. The clerk of the circuit court is not required to contact the court reporter for you. The court reporter must fill out and sign the bottom portion of the statement on transcript to certify that you have requested the transcript and made arrangements for payment. The court reporter may use an electronic signature by checking the “electronically signed by” box and typing their name. **THE STATEMENT ON TRANSCRIPT WILL NOT BE ACCEPTED IF YOU CHECKED THE THIRD BOX BUT DID NOT FILL OUT THE BOTTOM PORTION OF THE STATEMENT AND DID NOT OBTAIN THE COURT REPORTER’S SIGNATURE.**
5. The court reporter must certify that the transcript will be filed within 60 days of the date it is requested and arrangements have been made for payment. **THE STATEMENT ON TRANSCRIPT WILL NOT BE ACCEPTED IF THE COURT REPORTER STATES THAT THE TRANSCRIPT WILL BE FILED ON A DATE MORE THAN 60 DAYS AFTER THE DATE IT IS REQUESTED. NOTE: TRANSCRIPTS FROM POSTCONVICTION PROCEEDINGS MUST BE FILED WITHIN 20 DAYS OF HAVING BEEN REQUESTED.**
6. The statement on transcript form must be filed in the circuit court either in paper or electronically. No matter how you file the form, you must send a copy to any parties that are not electronic filers in the circuit court (generally, unrepresented parties are not electronic filers).
7. It is important to note that your appeal may be delayed if you file a statement on transcript that is not properly completed. If you fail to file a proper statement on transcript, the court may prohibit you from requesting the transcript and you will be unable to refer to the transcript in your brief.