IN THE SUPREME COURT OF THE VIRGIN ISLANDS

Case Title _____
Supreme Court Docket No. _____
Superior Court Docket No. _____

This form is available for download at our website at www.visupremecourt.org/Forms_Download as a fillable PDF form. If you are e-filing this document, please fill out the electronic version of this form and sign with your electronic signature.

TRANSCRIPT PURCHASE ORDER: PART I

I, _____, hereby notify the Clerk of the Supreme Court, the Clerk of the Superior Court, and all other parties to this action that I am

☐ **ORDERING** ☐ **NOT ORDERING**
☐ None needed ☐ Transcripts already on file in the Superior Court

transcripts for purposes of the above-captioned Supreme Court case. I request that the appropriate court reporters prepare the following transcripts:

Req. No.	Hearing (specify exact dates)	Court Reporter Name (if known)	Special Requests (if any)
1.	_____ _____		☐ Voir dire ☐ Jury Instructions ☐ Opening Statement of Plaintiff ☐ Defendant ☐ Closing Argument of Plaintiff ☐ Defendant ☐ Other _____
2.	_____ _____		☐ Voir dire ☐ Jury Instructions ☐ Opening Statement of Plaintiff ☐ Defendant ☐ Closing Argument of Plaintiff ☐ Defendant ☐ Other _____
3.	_____ _____		☐ Voir dire ☐ Jury Instructions ☐ Opening Statement of Plaintiff ☐ Defendant ☐ Closing Argument of Plaintiff ☐ Defendant ☐ Other _____

[If the given space is insufficient, you may attach an additional sheet]

Payment Method for Transcripts will be

☐ Private Funds ☐ V.I. Gov't (attach order of appointment) ☐ _____ (Other)

CERTIFICATION

I have reviewed Supreme Court Rules 10 through 11 and certify that the above constitutes the totality of the transcripts necessary for the Supreme Court to consider this matter. I acknowledge that, pursuant to Supreme Court Rule 10(b)(1), I am financially responsible for any unnecessary expense that results from an ambiguous request on this form. I further acknowledge that my failure to order all necessary transcripts or to timely pay for the transcripts I have ordered may result in imposition of sanctions by the Supreme Court. I acknowledge that I have electronically or conventionally served, as the case may be, this TPO on all other parties to the Supreme Court case.

_____ Signature _____ Date

Print Name: _____ Counsel for: _____

Address: _____

Phone: _____ Fax: _____ Email: _____