

Transcription Services

The request for transcription services should not be made unless the case is going to trial.*

*Exceptions can be made upon request and availability. Please contact Karen Wood at Karen.G.Wood@nccourts.org or 919-890-1500 for an exception. If Karen is unavailable please contact Peg Dorer at Peg.Dorer@nccourts.org

DIRECTIONS TO RECEIVE TRANSCRIPTION SERVICES

If you have a case with items that need to be transcribed please follow the directions below.

1. Email Karen Wood at the Conference of District Attorney's at Karen.G.Wood@nccourts.org

a. Provide the following information:

- Your Name
- Title
- District
- Type of Case
- Trial Date
- Date Transcription needed (DUE DATE)

***** Is this English to English Transcription? _____**
Non-English to English Transcription? _____

b. Karen will email you a confirmation number to be used when calling the transcription service. (The transcription company will not provide transcription services to you without a confirmation number. If you do not receive a confirmation number within one business day, please email Peg Dorer for confirmation at Peg.Dorer@nccourts.org)

To receive a confirmation number for these services you MUST provide all the information listed above in 1a. Please contact Karen Wood at 919-890-1500 or karen.g.wood@nccourts.org if you have any questions or concerns.