

Transcription Services NOW Available!!!

Transcription services are now available! *Priority is given to homicide cases and felony cases going to trial.* 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)
 - b. Karen will email you a confirmation number to be used when calling Deposition Services, Inc. (Deposition Services, Inc. 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)
2. Once you receive the confirmation number, **please call (301) 881-3344** to request transcription services. (Press zero for the operator to be transferred to the appropriate person.)

Their office is open daily 8:00am to 5:30pm.
3. There are two ways to provide the material to be transcribed
 - a. Secure FTP site provided by Deposition Services, Inc. Using FTP site is preferable.
 - b. FedEx to Deposition Services, Inc.
4. Deposition Services, Inc. will provide your transcription promptly.