

# SUPERIOR COURT *of* WASHINGTON

==== Cowlitz County ====

## APPEAL COURTROOM RECORD ORDER FORM

*Please use PUBLIC COURTROOM RECORD ORDER FORM for non-appeal requests. Thank you.*

TO: **Court Administration**  
Cowlitz County Superior Court  
312 SW First Avenue, Suite 250  
Kelso, WA 98626

(360) 577.3085 or  
[SuperiorCourtAdministration@cowlitzwa.gov](mailto:SuperiorCourtAdministration@cowlitzwa.gov)

Ordered by: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Order Date: \_\_\_\_\_ SOA Due Date: \_\_\_\_\_ VRP Due Date: \_\_\_\_\_

Cowlitz County Cause # \_\_\_\_\_ COA Case # \_\_\_\_\_

Case Name: \_\_\_\_\_

Charges: \_\_\_\_\_

Proceeding date/time: \_\_\_\_\_

Proceeding date/time: \_\_\_\_\_

Proceeding date/time: \_\_\_\_\_

Proceeding date/time: \_\_\_\_\_

Proceeding date/time: \_\_\_\_\_

Proceeding date/time: \_\_\_\_\_

Proceeding date/time: \_\_\_\_\_

Proceeding date/time: \_\_\_\_\_

Indigency Order Signed On: \_\_\_\_\_ By: \_\_\_\_\_

*Date order signed*

*Superior Court Judge*

**COUNSEL:** Pursuant to RAP 9.2(b), a verbatim report of proceedings provided at public expense will not include the voir dire examination or opening statements, unless so ordered by the trial court. ***Pursuant to RAP 9.2(a), the party seeking review must file with the appellate court and serve on all parties of record and all named court reporters or the court-approved transcriber a statement that arrangements have been made to prepare a verbatim report of proceedings and file proof of service with the appellate court as to: a) who will be preparing the transcript; b) the hearing dates; c) payment arrangements for the costs of transcription; and, d) the trial court judge.***

Please select a transcriber from the list below or on the Cowlitz County Superior Court Website:

[www.cowlitzcountysuperiorcourt.us](http://www.cowlitzcountysuperiorcourt.us)

Melissa Firth  Barbara A. Lane

Please send this form along with **two (2)** copies of the SOA to the Court Services Assistant for processing. The record(s), clerk's minutes, and one copy of the SOA will be sent directly to the court approved transcriber.