

# PRELIMINARY HEARING TRANSCRIPT INVOICE VOUCHER

## State of Illinois Court Reporting Services

**1. GENERAL INSTRUCTIONS**

- a. Voucher information must be typewritten.
- b. Process invoice voucher in accordance with all applicable regulations, policies and procedures and as required by statute or rule.
- c. Complete the invoice voucher by TYPING all information, verifying it to be correct and signing as transcriber.
- d. Send ORIGINAL voucher to: Court Reporting Services, 325 West Adams Street Room 307, Springfield, IL 62704
- e. Payment of interest may be available if the State fails to comply with the State Prompt Payment Act 30 ILCS 540.

<p><b>2. Transcriber's CSR or ID Number (Required)</b></p>	<p><b>4. Transcriber's Name and Address</b> Last Name, First Name MI</p>	<p><b>IOC USE ONLY</b></p>
<p><b>3. Case Information</b></p> <p>a. Courthouse _____</p> <p>b. Hearing Date _____</p> <p>c. Hearing Judge _____</p>	<p><b>5. Daytime Phone No.</b></p>	<p><b>6. Voucher Number</b> _____</p> <p><b>7. Approp. Code</b> 0802-36065-1900-0000</p> <p><b>8. DOC Code</b> 1266</p>

9. Case Number (Year - Category - Seq. No.)	10. Case Name	11. No. Of Pages Transcribed	12. Original \$4.00/page	13. Copy \$0.50/page	14. Total per case number
<b>15. TOTALS</b>					

**16. TRANSCRIBER'S CERTIFICATION**

I, \_\_\_\_\_, an individual authorized to produce transcripts for the Circuit Court Cook County, do hereby certify that I have prepared the above transcript by the direction of the judge listed above and that I have not previously received payment for these transcripts from the State of Illinois. I am an independent contractor not subject to tax withholding.

Preparer's Signature \_\_\_\_\_ Date \_\_\_\_\_

**17. TRANSCRIPT RECEIPT CERTIFICATION**

I, \_\_\_\_\_, an authorized receiving party of transcripts to be filed in the Circuit Court of Cook County, do hereby certify that the above transcript was filed in my office on the date of my signature below and that the information reported for payment is accurate.

Receiver's Signature \_\_\_\_\_ Office \_\_\_\_\_ Date \_\_\_\_\_

**18. JUDGE'S CERTIFICATION**

I, \_\_\_\_\_, Judge of the Circuit Court of Cook County, do hereby certify that the above transcript for the above case(s) was prepared at my direction and the costs at the rates listed above are legally chargeable to the State of Illinois.

Judge's Signature \_\_\_\_\_ Date \_\_\_\_\_