

Transcript Request Form

~

Public Service Commission of South Carolina

Pursuant to SC Code 58-5-310 and Regs. 103-850 and 103-856, the transcript of record produced by the court reporter/stenographer designated by the Commission shall be deemed the official transcript of court proceedings. You may request a transcript (see following Rate Schedules) by completing this form and emailing it to transcripts@psc.sc.gov. Once the Commission receives your request, it will be processed. Once your request is received, you will receive a copy of this form with the bottom portion completed. If you need to cancel the transcript request for any reason, you are responsible for paying for the pages of the transcript that have already been completed at the time of the cancellation.

If you would like the option, upon completion of your requested transcript, to pay for your transcript online via secure portal, please go [here](#) to complete the PSC's **Online Transcript Request** *instead of* utilizing this form.

Please direct any questions to transcripts@psc.sc.gov

| Requestor's Information | | | |
|---|---|-----------------------|-------------|
| Full Name: | Phone Number: | Email Address: | |
| Law Firm (if applicable): | Address: | | |
| On Behalf Of: | City: | State: | Zip: |
| Docket Number(s): | Case Caption: | | |
| Date(s) of Hearing: | Date Requested for Transcript Delivery (<i>expedited charges may apply</i>): | | |
| Do you require an estimate prior to moving forward with this request? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |

Requestor's Signature: _____
(Typed name will serve as signature)

Date: _____

| For Court Reporter Use Only | | |
|-----------------------------|--------------------------|-----------------------|
| Full Name: | Date Received: | Email Address: |
| Number of Pages: | Estimated Amount: | |