



State Office of Administrative Hearings

Appeal Transcript Request Form

Instructions: Please complete this form and e-file it via eFileTexas in the State Office of Administrative Hearings (SOAH) case file to request an appeal transcript and copy of the administrative record in an Administrative License Revocation (ALR) case. **A file-stamped copy of the Petition of Appeal and payment of transcript costs must also be provided to SOAH in accordance with Sections 524.041(c) and 524.044 of the Texas Transportation Code.**

Requestor Name: _____

REQUESTOR CONTACT INFORMATION (*Mailing Address, Email Address, and Phone Number*)

Address: _____

City: _____ State: _____ Postal Code: _____

Phone Number: _____ Email: _____

STATE OFFICE OF ADMINISTRATIVE HEARINGS CASE INFORMATION

SOAH Docket Number: _____

Defendant Name: _____

Date of SOAH Hearing (to be transcribed): _____

APPEAL COURT INFORMATION

Appeal County and Court No.: _____

Appeal Cause Number: _____

TYPE OF TRANSCRIPT (*Please select an option for timeframe of delivery of appeal transcript.*)

Regular Appeal Transcript (*Delivered to SOAH: 10 business days after receipt of payment and notification to transcriptionist.*)

Expedited Appeal Transcript (*Delivered to SOAH: 3 business days after receipt of payment and notification to transcriptionist.*)