



# 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.)*