



State Office of Administrative Hearings

P.O. Box 13025, Austin, Texas 78711-3025

Phone 512.475.4993 | Fax 512.522.5263

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 certified 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, Phone Number, Email Address)

Address City State Zip Code

Phone Number

Email Address

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 Number: _____

Appeal Cause Number: _____

Delivery of Transcript

The transcript will be delivered to SOAH seven (7) business days after receipt of payment and notification to transcriptionist.
