

INSTRUCTION FOR COMPLETING CERTIFICATION OF TRANSCRIPT OF JUDGMENT

Step 1. Enter your information in the top left corner.

Step 2. Enter the judge's name in the caption.

Step 3. Enter the names of the Plaintiff(s) and Defendant(s) on the designated lines.

Step 4. Enter the case number on the designated line. Do not complete anything further on the form; the clerk will complete the rest.

Step 5. Make a copy of the certification of transcript of judgment for **each party** in the case, **plus** one to file with Justice Court and one to file with District Court.

Step 6. Make the same number of copies of your judgment. You must provide the clerk with enough copies. If the clerk has to make copies for you, you will be charged a copy fee.

Step 7. Staple one certification of transcript of judgment to the front of each judgment copy.

Step 8. Bring the certification and judgment copies to the Justice Court Civil Clerk. The clerk will certify that the judgment copies are accurate. One copy will be kept for the court file and the rest will be returned to you. File one with the District Court. The cost to file a certification of transcript of judgment in District Court is \$45.00. Mail one copy to the other parties in the case and keep one for your records.

***ANYONE WHO REQUIRES AN AUXILIARY AID OR SERVICE FOR EFFECTIVE
COMMUNICATION, OR A MODIFICATION OF POLICIES OR PROCEDURES TO
PARTICIPATE IN A COUNTY PROGRAM, SERVICE OR ACTIVITY, SHOULD CONTACT
JUSTICE COURT AT 258-3474, AS SOON AS POSSIBLE, BUT NO LATER THAN 48
HOURS BEFORE THE SCHEDULED EVENT***

This document has been prepared as a courtesy to assist you with completing a Certification of Transcript of Judgment. It is not to be construed as providing legal advice or representation on how to prepare your case or defense.