

## Other Services Offered by Thurston County Court Reporters:

### ADA Accommodation:

- Contact Court Administration to make arrangements
- Visit the Thurston County Superior Court website for more information:  
<https://www.thurstoncountywa.gov/sc/Pages/ada-accommodation.aspx>

### Trial Support:

- Expedited Certified Transcripts
- Real-time feed of Trial Proceedings or other services may be available by advance arrangements. These services require pre-approval by the trial judge and arrangements made with the court reporter prior to the trial date.

For more information about Thurston County Superior Court, visit our website:  
<http://www.co.thurston.wa.us/superior/>

## How to Find Us

**Thurston County Superior Court  
Main Campus**  
2000 Lakeridge Drive SW, Building 2  
Olympia, Washington 98502

### **From I-5 North/South:**

Take exit 104 (Hwy. 101/Aberdeen/Shelton). Exit on first off-ramp (Cooper Point Rd) and merge to the right onto Cooper Point. Take the first right onto Evergreen Park Dr. SW. Take the second left onto Lakeridge Dr SW. Superior Court Main Campus will be on the right, park in the public parking area.

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**Thurston County Family &  
Juvenile Court**  
2801 32nd Ave. SW  
Tumwater, Washington 98512

### **From I-5 North/South:**

Take exit 104 (Hwy. 101/Aberdeen/Shelton). Exit on first off-ramp (Cooper Point Rd). Stay in left lane and at stop light, turn left onto Crosby Blvd. At second stop light, turn right onto Mottman Rd. At stop sign, turn left onto RW Johnson Blvd. Turn right onto 32nd Ave SW, Family and Juvenile Court is on the left. Park in the public parking area (second entrance on left).

# THURSTON COUNTY SUPERIOR COURT



## The Official Record

Thurston County Superior Court uses two methods for preserving the record of proceedings: Court Reporters or electronic recording.

## Official Court Reporter

A skilled, licensed professional present at a proceeding who is creating a verbatim record of the hearing as it occurs.

## Electronic Recording

An audio file created via electronic recording equipment during the proceeding.

**There is no court reporter present in the courtroom when electronic recording is being used.**

## How Do I Order an Official Transcript?

- **Determine whether the proceeding was reported or recorded:**

Use Odyssey Portal available in the Clerk's Office or online (<https://odysseyportal.courts.wa.gov/odyportal>) to locate the clerk's minutes for the date of the proceeding. The minute entry will either list the name of the court reporter who reported the proceeding or indicate that the proceeding was electronically recorded.

- **For proceedings reported by a Thurston County Official Court Reporter**

Contact the court reporter listed in the clerk's minutes to make arrangements to have the transcript produced. Please have the names of the parties involved in the hearing, the hearing date, and the cause number available. A list of the Thurston County Official Court Reporters and their contact information is provided to the right.

- **For proceedings electronically recorded:**

To obtain a transcript of an electronically recorded proceeding, send an email to the following address:

[transcript@co.thurston.wa.us](mailto:transcript@co.thurston.wa.us)

Your email must contain 1) whether the matter is from Family Court, Superior Court or District Court; 2) the name of the case and cause number; 3) the type of hearing to be prepared (for example, hearing on a motion, trial proceedings); 4) the names of any attorney(s) present; 5) the date of the hearing; 6) The correct contact information where the transcript will be sent. 7) date that transcript is needed.

Standard transcription preparation takes two weeks, however they can be expedited at an extra cost. After submitting your request, you will receive a response from an Official Court Reporter containing the estimated cost as well as an estimated completion date. Only cash, money orders, and bank certified checks are accepted as payment.

### Thurston County Superior Court Official Court Reporters

<b>Name:</b>	<b>Kathryn Beehler, RPR, CRR, CCP</b>
Email:	Kathy.beehler@co.thurston.wa.us
Phone:	(360) 709-3212

<b>Name:</b>	<b>Rafe Beswick, RPR</b>
Email:	Rafe.beswick@co.thurston.wa.us
Phone:	(360) 786-5568

<b>Name:</b>	<b>Cheryl Hendricks</b>
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Phone:	(360) 786-5569

<b>Name:</b>	<b>Cheri Davidson</b>
Email:	Cheri.davidson@co.thurston.wa.us
Phone:	(360) 786-5570

<b>Name:</b>	<b>Aurora Shackell, RMR, CRR</b>
Email:	Aurora.shackell@co.thurston.wa.us
Phone:	(360) 786-5572

### Thurston County Superior Court Official Court Reporters

- E-mail communication is the preferred method of contact for the court reporter. Court Reporters are rarely available via telephone as they are usually in court.
- Please check the clerk's minutes to ensure that you have the correct court reporter listed for the proceeding as court reporters work with multiple judges.
- You can contact any court reporter if you are unsure of the correct contact person.
- Please note that no work will begin on a transcript until payment for the transcript is made.

### To Purchase an Audio File CD:

- Audio CDs are available for purchase only for hearings which were electronically recorded.
- Contact the clerk's office to make this request: [county\\_clerk@co.thurston.wa.us](mailto:county_clerk@co.thurston.wa.us)
- There are no audio files available for hearings reported by a Court Reporter.