

October 11, 2023

Clerk of the Appellate Courts
305 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

Re: *State of Minnesota vs. Brian Harry Kjellberg*
District Court File No.: 62-CR-21-6868
Court of Appeals File No.: A23-1295

To Whom It May Concern:

I am the court reporter who reported the district court proceedings in this case on December 6th, 2021. On October 11th, 2023, I became aware that a Request for Transcript had been filed for that court proceeding in both Ramsey County District Court and the Court of Appeals. I never received service of the Request for Transcript by mail, e-mail, or otherwise.

Additionally, the Request for Transcript filed does not comply with Minnesota Judicial Branch Policy 221 in that the request specifies delivery of paper transcripts to both parties. MJB Policy 221(I)(4) states that "Court reporters shall provide transcripts electronically. Paper transcripts will not be provided by court reporters."

Given that I was not personally served with a copy of the Request for Transcript and that the current format does not comply with MJB Policy 221, I am respectfully requesting that a new Request for Transcript be filed in compliance with the policy and be served upon me so that I can respond in a time frame consistent with Rule 110 of the Rules of Appellate Procedure.

Thank you,



Caitlin J. Albrecht, RPR, CRR
Court Reporter to the Hon. Richard H. Kyle Jr.
Ramsey County District Court
15 West Kellogg Boulevard, Chambers 1530
St. Paul, MN 55102
651-266-8469