



# Request for Transcript or Copy

\_\_\_\_\_ County

Pursuant to Pa.R.J.A. 4007(A), this form must be completed by any person requesting a transcript for any court proceeding. Additional requirements may be found in the local rules of court for each judicial district. Local rules may be found by following the appropriate link at: <http://www.pacourts.us/courts/courts-of-common-pleas/>.

If the cost of the transcript presents an economic hardship, there are reduced rates available to those who qualify. See Pa.R.J.A. 4007(E). Copies of this request must be served in accordance with Pa.R.J.A. 4007(B). A deposit determined by local rule may be required.

## I. Case Information

Case Caption \_\_\_\_\_

Presiding Judge \_\_\_\_\_

Date(s) of Proceeding \_\_\_\_\_

Court Reporter Name (if available) \_\_\_\_\_

Docket Number \_\_\_\_\_

Type of Proceeding (check the appropriate box):     Criminal     Civil     Family     Orphans' Court     Juvenile

Other (please specify): \_\_\_\_\_

## II. Requestor Information

Name of Requestor / Attorney ID Number (if applicable) \_\_\_\_\_

I am    Counsel for \_\_\_\_\_    Self-Represented    Not a party to this action

Agency / Firm: \_\_\_\_\_    Court Represented:    Yes    No

Street Address: \_\_\_\_\_    City: \_\_\_\_\_    State: \_\_\_\_\_    Zip: \_\_\_\_\_

Email: \_\_\_\_\_    Telephone: \_\_\_\_\_

Does this request qualify for a reduced rate pursuant to Pa.R.J.A. 4007(E)?    Yes    No

If Yes, please provide proof of authorization for a reduced rate or an affidavit required by Pa.R.J.A. 4008(B)(4) requesting a waiver of all or a portion of the costs.

## III. Transcript Items Requested

Entire proceeding    Jury Voir Dire    Opening statements    Closing arguments    Jury Instructions

Testimony (specify each witness): \_\_\_\_\_

Pre/Post trial hearing (specify): \_\_\_\_\_

Other (specify): \_\_\_\_\_

**IV. Transcript Delivery and Cost**

For the original transcript request, please select from the following:

Delivery Time:	Ordinary	Expedited	Daily	Same Day
Original Transcript:	\$2.50	\$3.50	\$4.50	\$6.50 (cost per page)
Copy for Requestor :    Yes    No	+\$0.50	+\$0.75	+\$1.00	+\$1.25 (cost per page)

Note: Expedited, Daily, and Same Day Requests are only available where provided by the judicial district or court reporter. Costs payable by requestor shall not exceed the rates prescribed in Pa.R.J.A. 4008(A)(1) and (D)(1).

Requesting Governmental Agency Rate (if applicable):    Yes    No

Manner of Delivery:    Electronic (PDF) Format    Hard copy (add \$0.25 per page to page rates)

Other (if offered, extra charges may apply):    Complex Litigation    Real Time Feed

Special Requests (if offered):    Minuscript/Condensed    ASCII    Include Word Index    Other

If Other, please specify: \_\_\_\_\_

Are you requesting a photocopy of an existing transcript?    Yes    No    (For photocopy rates, please see Pa.R.J.A 4008(D))

*Requestor's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Note: The first requestor of a transcript is obligated to pay for the original transcript, which is filed with the court, plus the copy rate if the requestor desires a personal copy (subject to any cost sharing with additional parties).*



## *For Court Use Only*

<b>Docket Number</b>	
<b>Case Caption</b>	
<b>Name of Requestor</b>	
<b>Date of Request</b>	
<b>Date balance received:</b>	
<b>Deposit Check / M.O. Number:</b>	
<b>Date transcript completed:</b>	
<b>Date transcript sent to requesting parties:</b>	
<b>Are the costs waived or reduced?            Yes            No</b>	
<b>Transcript to be prepared by:</b>	
<b>Date of Deposit:</b>	<b>Deposit Check/M.O. Number:</b>
<b>Date Assigned:</b>	<b>Date Due:</b>

Ordinary, county paid	\$	X	pages	=\$	Subtotal	\$
Ordinary, private paid	\$	X	pages	=\$	Less Deposit	-\$
Expedited	\$	X	pages	=\$	Cost Estimate	=\$
Daily	\$	X	pages	=\$	Final Pages	
Same Day	\$	X	pages	=\$	Final Cost	\$
Other	\$	X	pages	=\$	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>Cost Sharing</b></p> <p style="text-align: center; margin: 0;">Is the cost of the transcript being shared between parties?</p> <p style="text-align: center; margin: 0;">Yes            No</p> </div> <p style="margin-top: 10px;"><i>Notes:</i></p>	
Photocopy of existing transcript	\$	X	pages	=\$		
+Hard Copy	\$0.25	X	pages	=\$		
+Requestor Copy (Calculated at Delivery Time)	\$	X	pages	=\$		
+ Additional Charges	\$	X	pages	=\$		