



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

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

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; background-color: #f0f0f0;"> <p style="text-align: center; margin: 0;">Cost Sharing</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	=\$		