

REQUEST FOR TRANSCRIPT
FROM MASTER’S HEARING ON AUDIO
RECORDING

Please fill in the appropriate information and either:

1. Hand this form to any member of the court reporters’ office; or
2. Deposit it in the receptacle labeled “Transcript Requests” located in the vestibule outside of the court reporters’ office located at 200 N. River Street, Wilkes-Barre, PA.; or
3. Submit via email to angela.sallemi@luzernecounty.org.

Upon receipt, the transcript requester will be contacted with the approximate cost of transcription* and estimated time of completion. A deposit equaling approximately one-half the total cost is required before beginning transcription.

CASE NAME/NUMBER: _____

EXACT DATE OF HEARING: _____

PRESIDING MASTER: _____

REQUESTING PARTY: _____

CONTACT PHONE NUMBER: _____

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TRANSCRIPTION FEES FROM AUDIO RECORDINGS:

\$4.00 per page – Ordinary delivery date (14 - 21 business days)

\$5.00 per page – Expedited delivery date (7 – 13 business days)

\$6.00 per page – Rush delivery date (3 – 6 business days)

- *Please note: For a calculation of cost, you may estimate approximately 35 to 40 pages per hour of testimony.*