

**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 [transcriptadmin@luzernecounty.org](mailto:transcriptadmin@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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- *Please note: For a calculation of cost, you may estimate approximately 35 to 40 pages per hour of testimony.*