

(insert proper case caption here)

: IN THE COURT OF COMMON PLEAS
: OF LUZERNE COUNTY
:
:
: CIVIL OR JUVENILE DIVISION
: (circle one)
:
: _____ of 20_____
: (insert case number)
:

MOTION FOR TRANSCRIPT

TO THE HONORABLE JUDGES OF SAID COURT:

Now comes, _____(Petitioner’s name), and files this Motion for Transcripts in the above-captioned matter and respectfully represents as follows:

1. _____ (Petitioner’s name) is an individual residing at _____

(full address).
2. On _____ (date), this petitioner was involved in a _____ (type of court proceeding) before The Honorable _____ (Judge/Hearing Officer name).
3. On _____(date), this Petitioner filed a Request for Transcript or Copy form pursuant to Pa.R.J.A. 4007(A). Please attach form as Exhibit “A.”
4. The cost of transcript **has** or **has not** (circle one) been paid by Petitioner.

5. Petitioner avers that the transcript is necessary for the following reason:

WHEREFORE, _____ (Petitioner's name) respectfully requests this Honorable Court grant him or her release of the transcript in the above-captioned matter.

Respectfully submitted,

(Petitioner's signature)

VERIFICATION

I, _____ (Petitioner's name), verify that the statements made herein are true and correct to the best of my knowledge, and are made subject to the penalties of 18 Pa. C.S.A §4904 relating to unsworn falsification to authorities.

Date: _____

Signature: _____

EXHIBIT “A”

(insert proper case caption here)

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CERTIFICATE OF SERVICE

I, _____ (Petitioner name) hereby certify that the
foregoing Motion for Transcript was served upon the parties and at the address listed in the
manner listed below: (must serve all parties)

Service by: _____ (hand-delivery or U.S. Mail)

The Honorable _____ (Judge/Hearing Officer name)
_____ (address)

_____ (name of opposing party)
_____ (address)

_____ (name of opposing party)
_____ (address)

_____ (name of opposing party)
_____ (address)

Date: _____

Signature: _____

(insert proper case caption here)

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: _____ of 20_____
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ORDER

AND NOW, this _____ day of _____, 20____, upon
consideration of the Motion for Transcript in the above-captioned matter, IT IS HEREBY
ORDERED as follows:

_____.

BY THE COURT:

J.

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Court* that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by: _____

Signature: _____

Name: _____

Attorney No. (if applicable): _____