



# 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 <input type="checkbox"/>	Expedited <input type="checkbox"/>	Daily <input type="checkbox"/>	Same Day <input type="checkbox"/>
Original Transcript:	\$2.50	\$3.50	\$4.50	\$6.50 (cost per page)
Copy for Requestor : <input type="checkbox"/> Yes <input type="checkbox"/> 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).*