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: Docket Number:

Presiding Judge:

Date(s) of Proceeding:

Court Reporter Name (if available):

Case Type (check the appropriate box): ☐ Criminal ☐ Civil ☐ Family ☐ Orphans' Court ☐ Juvenile

Type of Proceeding: ☐ Suppression   ☐ Argument   ☐ Trial   ☐ Plea   ☐ Sentence

 or "Other" (please specify): _____

PCRA ☐ Yes ☐ No

Is the Transcript Associated with an Appeal? ☐ Yes   No   Children's Fast Track: ☐ Yes ☐ No

II. Requestor Information

Name of Requestor/Attorney ID Number (if applicable): _____

I am: ☐ Counsel for _____   ☐ Unrepresented ☐ Not a party to this action

Agency/Firm:_____   Court Represented: ☐ Yes ☐ No

Street Address:_____ City:_____ State:_____ Zip:_____

 Email:_____ Phone:_____ Fax: _____

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).

Date of Request:	Docket Number:

Case Caption:

Name of Requestor:

Email:_____ Phone:_____ Fax: _____

Are the costs waived or reduced? ☐ Yes ☐ No

Date Deposit Received: _____ Deposit Check/M.O. Number: _____

Date Transcript Assigned: _____ Transcript to be Prepared By: _____

Transcript Due Date: _____ Date Transcript Completed: _____

Date Balance Received: _____ Balance Check/M.O. Number:_____

Date Transcript Sent to Requesting Parties: _____

Ordinary, County Paid	$	X	pages	=$		Estimated Cost	$
Ordinary, Private Paid	$	X	pages	=$		Less Deposit	-$
Expedited	$	X	pages	=$		Balance Due	$
Daily	$	X	pages	=$		Adjusted Cost (+/-)	=$
Same Day	$	X	pages	=$		Final Page Total	
+Hard Copy	$0.25	X	pages	=$		Final Balance	$
+Requestor Copy	$	X	pages	=$			
+Additional Charges	$	X	pages	=$			

Is the cost of the transcript being shared between parties? ☐ Yes ☐ No

Photocopy of Existing Transcript: ☐ Yes ☐ No

Notes: