

Local Rules of Judicial Administration

Local Rule 4007---Request for Transcripts

- A. All requests for transcripts shall be set forth on a standardized form provided by the Pike County Court Administrator. The form shall be found at court.pikepa.org
- B. For an ordinary transcript, the party requesting a full or partial transcript of a trial, Hearing or other proceeding shall file the original request with the Prothonotary, Clerk of Court or Clerk of the Orphans' Court. Copies of the formal request shall be delivered to:
 - (1) the judge presiding over the matter;
 - (2) the court reporters' Office;
 - (3) the district court administrator; and
 - (4) opposing counsel, but if not represented, the opposing party.
- D. Private Litigants
 - (1) the litigant ordering a transcript shall make payment in the amount of 50% of the estimated cost of the transcript as deposit. Deposit checks are to be made payable to the County of Pike and delivered to the Pike County Court Administrator.
 - (2) Upon receipt of the 50% deposit, the assigned court reporter or court transcriptionist shall be directed by the Pike County Court Administrator to prepare the transcript.
 - (3) The court reporter or court transcriptionist shall notify the ordering party and the Pike County Court Administrator of the completion of the transcript and shall indicate the balance due. Checks for the final balance are to be made payable to the County of Pike.
 - (4) Upon payment of the final balance owed, the court reporter or court transcriptionist shall deliver the original transcript to the appropriate filing office and copies to the parties pursuant to L.R.J.A 4008.

- E. When a transcript is requested by the Court, the Commonwealth or a County agency, the court reporter or court transcriptionist shall prepare the transcript upon receipt of the request form, at no cost.

Local Rule 4008---Transcript Costs Payable by the Requesting Party

(A) *Costs*

- (1) When a transcript is requested by the Court, the Commonwealth or a County agency, no cost shall be assessed.
- (2) The costs payable by the initial requesting party for a paper copy transcript shall not exceed:
 - (a) for an ordinary transcript, \$2.50 per page;
 - (b) for an expedited transcript, \$3.50 per page; and
 - (c) for a daily transcript, \$4.50 per page.

(B) *Economic hardship*

- (1) Transcript costs for ordinary transcripts shall be waived for a litigant who has been permitted by the court to proceed *in forma pauperis*. Self-Represented litigants claiming economic hardship, who have not been previously granted in forma pauperis status, must attach to their transcript request form, a fully and complete In Forma pauperis Petition.

(C) *Assignment and allocation of transcript costs*

- (1) *Assignment of costs.* The requesting party shall be responsible for the cost of the transcript.
- (2) *Allocation of costs.* When more than one party requests the transcript, the cost shall be divided equally among the parties.

(D) *Copies of transcript*

- (1) A paper copy of the transcript shall be provided to all parties other than the requesting party at a rate of \$0.25 per page

IN THE COURT OF COMMON PLEAS OF
PIKE COUNTY, PENNSYLVANIA
CIVIL DIVISION

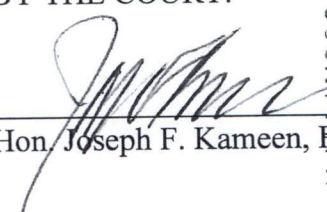
RE: PROMULGATION OF PIKE :
COUNTY LOCAL RULES : No. 1595-2016-Civil
OF JUDICIAL :
ADMINISTRATION :
No. 4007 & No. 4008 :

ORDER

AND NOW, this 16th day of December 2016, the Court ORDERS the following:

1. Local Rules of Judicial Administration 4007 and 4008, is hereby adopted effective January 1, 2017.
2. The Court Administrator of the 60th Judicial District is hereby ORDERED to do the following:
 - a. File one (1) copy of this ORDER and the pertinent Rules with the Administrative Office of Pennsylvania Courts via email at adminrules@pacourts.us;
 - b. File two (2) paper copies and one (1) electronic copy to bulletin@palrb.us with the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*;
 - c. Publish on the Pike County Court website at court.pikepa.org
 - d. Incorporate into the set of local rules located at court.pikepa.org within thirty (30) days of the publication of the local rule at the *Pennsylvania Bulletin*.
 - e. Provide one (1) copy to each member of the Pike County Bar Association who maintain an active practice in Pike County; and
 - f. File and keep continuously available for public inspection, copies of this Order and the Local Rules.

BY THE COURT:


Hon. Joseph F. Kameen, P.J.

OFFICE OF
CLERK OF COURTS
2016 DEC 16 PM 3:09
ENTERED FOR RECORD
PIKE COUNTY PA

cc: Pike County Bar Members
Court Administrator