



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		Courtroom		
Date(s) of Proceeding		Co-Defendant docket # (If applicable)		
Court Reporter Name (If available)				
Type of proceeding: (check the appropriate box)				
Criminal	Civil	Family	Orphans' Court	Juvenile Other: (specify) _____
Is this transcript request associated with an appeal?		Yes	No	Children's Fast Track Yes No
II. Requestor Information				
I am Counsel for _____		Self-Represented	Not a party to this action	
Court Appointed? Yes No				
Does this request qualify for a reduced rate pursuant to Rule 4007(E)? Yes No				
If Yes, please provide proof of authorization for a reduced rate or an affidavit required by Rule 4008(B)(4) requesting waiver of all or a portion of the costs.				
Name of requestor/Attorney ID Number (if applicable)				
Agency/Firm				
Street Address		City	State	Zip
Email		Phone	Fax	
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. Private Party Transcript Delivery and Cost				
For original transcript requests, please select from the following:				
Delivery Time:	Ordinary	Expedited	Daily	Same Day
Cost per page (electronic format)	\$2.50 per page	\$3.50 per page	\$4.50 per page	\$6.50 per page
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):	Minuscrit/Condensed	ASCII	Include Word index	Other: _____
Are you requesting a copy of an existing transcript?		Yes	No	(For Photocopy rates, please see Rule 4008(D)).

Requestor's Signature

Date

Docket Number: _____

Case Caption: _____

Name of Requestor: _____

Date of Request: _____

V. For court use only		Hard copy requested (apply adjusted rate)		
Cost estimate				
Ordinary, county paid	\$	x pages	= \$	
Ordinary, private paid	\$	x pages	= \$	
Expedited	\$	x pages	= \$	
Daily	\$	x pages	= \$	
Same Day	\$	x pages	= \$	
Other: _____	\$	x pages	= \$	
Photocopy	\$	x pages	= \$	
Additional charges:	Complex Litigation	Real Time Feed	\$	
<i>Are costs waived or reduced?</i> Yes No			Subtotal	\$
			Less deposit	- \$
			Balance due	= \$
Transcript to be prepared by:		Date of deposit:	Date assigned:	Date due:
Date balance received:	Check/M.O. number:	Date transcript sent to requesting part(ies):		