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 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): ☐ Minuscript/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			$
Are costs waived or reduced? ☐ 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):