

Request for Transcript or Copy

Cumberland 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 of Proceeding (a separate form must be completed for each separate event/date; the only exception is a consecutive day event):	
Court Reporter Name (if available):	
Case Type (check the appropriate box): <input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Family <input type="checkbox"/> Orphans' Court <input type="checkbox"/> Juvenile	
Type of Proceeding: <input type="checkbox"/> Suppression <input type="checkbox"/> Argument <input type="checkbox"/> Trial <input type="checkbox"/> Plea <input type="checkbox"/> Sentence or "Other" (please specify): _____	
PCRA <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the Transcript Associated with an Appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No	Children's Fast Track: <input type="checkbox"/> Yes <input type="checkbox"/> No
II. Requestor Information	
Name of Requestor/Attorney ID Number (if applicable): _____	
I am: <input type="checkbox"/> Counsel for _____ <input type="checkbox"/> Unrepresented <input type="checkbox"/> Not a party to this action	
Agency/Firm: _____ Court Represented: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address: _____ City: _____ State: _____ Zip: _____	
Email: _____ Phone: _____ Fax: _____	
<i>Does this request qualify for a reduced rate pursuant to Pa.R.J.A. 4007(E)? <input type="checkbox"/> Yes <input type="checkbox"/> No</i>	
<i>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. Proof must be provided WITH this request form.</i>	
III. Transcript Items Requested	
<input type="checkbox"/> Entire proceeding – does not include the following unless checked <input type="checkbox"/> Jury Voir Dire <input type="checkbox"/> Opening statements	
<input type="checkbox"/> Closing arguments <input type="checkbox"/> Jury Instructions	
<input type="checkbox"/> Testimony (specify each witness):	
<input type="checkbox"/> Pre/Post trial hearing (specify):	

Other (specify):

IV. Transcript Delivery and Cost

For the original transcript request, please select from the following:

Delivery Time:	<input type="checkbox"/> Ordinary	<input type="checkbox"/> Expedited
Original Transcript:	+\$2.50	+\$3.50
Copy for Requestor: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Note: Expedited is 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).

Manner of Delivery: Electronic (PDF) Format Hard copy (add \$0.25 per page to page rates)

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))
If you are requesting a copy of an existing transcript, please contact the filing office. This form is not necessary for an already completed transcript.

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, (subject to any cost sharing with additional parties). Cumberland County policy is to provide an electronic copy of the requested transcript to the requestor only at no additional cost.

Cumberland County Local Rule 4007. Requests for Transcripts

(A) All requests for transcripts shall be submitted to the appropriate filing office, with a copy to the district court administrator's office, utilizing a form prescribed by the district court administrator, which shall include all elements required in the form provided by the state court administrator.

(B) The Request for Transcript of a court proceeding shall be filed in the appropriate filing office (Prothonotary, Clerk of Courts, Register of Wills/Clerk of the Orphans' Court and/or Domestic Relations) The requesting party shall also serve copies of the formal request to:

- (1) the judge presiding over the matter;
- (2) the court reporter, court recorder or transcriptionist;
- (3) the district court administrator's office; and
- (4) opposing counsel, or if not represented, the opposing party.

(D) When a litigant requests a transcript,

(1) the litigant ordering a transcript shall make non-refundable, partial payment of 90% of the estimated transcript cost upon receipt of their invoice. Invoices will be sent within 6 business days after the receipt of the transcript request by the Court Administrator's office. The deposit shall be paid by cash, money order, certified check, or law firm check made payable to Cumberland County, and shall be delivered to the Court Administrator's office within seven (7) calendar days from the date the parties are notified.

(4) upon payment of any balance owed, the court reporter, court recorder or transcriptionist shall deliver the original transcript to the appropriate filing office and copies to the parties. Upon receipt of the final invoice, payment for the final balance shall be paid by cash, money order, certified check, or law firm check made payable to Cumberland County and shall be delivered to the Court Administrator's office within seven (7) calendar days from the date the parties are notified.