

IN RE:  
Local Rule 4007 and  
Local Rule 4008 of  
Judicial Administration

:IN THE COURT OF COMMON PLEAS  
:OF THE 41ST JUDICIAL DISTRICT  
:OF PENNSYLVANIA  
:JUNIATA COUNTY BRANCH  
:NO. 179. 2017

FILED JUNIATA COUNTY  
MAY -3 AM 8:53  
PROTHONOTARY  
CLERK OF COURTS

ORDER

And now, May 2, 2017, the Court hereby adopts the following new

Local Rules of Judicial Administration:

**Rule 4007 Requests for Transcripts**

(A) All requests for transcripts shall be set forth on the standardized form provided by the Commonwealth of Pennsylvania Court Administrator. This form may be obtained from [www.pacourts.us](http://www.pacourts.us).

(B) For an ordinary transcript, the requesting party shall file the original request with the office in which the matter is filed, specifically, the Prothonotary's office, Clerk of Courts' office, Register and Recorder's office, or Domestic Relations office.

(C) Where expedited or daily transcripts are requested, the original request shall be filed using the approved form in the appropriate filing office at least 10 days prior to the proceeding.

(D) The requesting party shall serve copies of the formal request to:

(1) The court reporter assigned to the proceeding

(2) The District Court Administrator

(3) Opposing counsel or party, if party is unrepresented.

An affidavit of service shall be filed after service.

(E) When a private litigant requests a transcript, the litigant ordering the transcript shall make payment in the amount of 95% of the estimated total cost of the

transcript.

- (1) Deposit checks or money orders are to be made payable to the appropriate County: County of Perry or County of Juniata and shall be delivered to the District Court Administrator.
- (2) Upon receipt of the 95% deposit, the court reporter assigned to the proceeding shall be directed to prepare the transcript.
- (3) The court reporter(s) shall notify the District Court Administrator upon completion of the transcript and shall indicate the balance due. Checks or money orders for the final balance due shall be made payable to the appropriate county and shall be delivered to the District Court Administrator.
- (4) Transcripts shall not be filed and copies shall not be delivered until the final balance is paid as set for above.

(F) Any request by a litigant for a transcript alleging inability to pay due to economic hardship must follow the procedure set for below.

- (1) Transcript costs for ordinary transcripts in matters under appeal or in which the transcript is necessary to advance the litigation shall be waived for a litigant who has been permitted by the Court to proceed in forma pauperis or whose income is less than 125 percent of the poverty line as defined by the U.S. Department of Health and Human Services (HHS) poverty guidelines for the current year.
- (2) Transcript costs for ordinary transcripts in matters under appeal or where the transcript is necessary to advance the litigation shall be

reduced by one-half for a litigant whose income is less than 200 percent of the poverty line as defined by the HHS poverty guidelines for the current year.

(3) Transcript cost for ordinary transcripts in matters that are not subject to appeal, where the transcript is not necessary to advance the litigation, or for expedited, daily, or same-day transcripts may be waived at the Court's discretion for parties who qualify for economic hardship under either of the above sections and upon good cause shown.

(4) The application for waiver of all or a portion of costs for ordinary transcripts shall be supported by an affidavit substantially in the form required by Rule 240(h) of the Pennsylvania Rules of Civil Procedure.

#### **Rule 4008 Costs of Transcripts**

##### **(A) Costs payable**

(1) The costs payable by the initial ordering party for a transcript shall not exceed:

- i. For an ordinary transcript, \$2.75 per page
- ii. For an expedited transcript, \$3.75 per page
- iii. For a daily transcript, \$4.75 per page
- iv. For same-day delivery, \$6.75 per page
- v. For copies, \$.50 per page

(2) Transcript costs payable by the Commonwealth or a subdivision thereof shall be as follows:

- i. For an ordinary transcript, \$1.75 per page

- ii. For an expedited transcript, \$2.75 per page
- iii. For a daily transcript, \$3.75 per page
- iv. For same-day delivery, \$5.75 per page
- v. For copies, \$.50 per page.

(B) A request for a copy of any transcript previously ordered, transcribed, and filed of record shall be provided according to the following schedule:

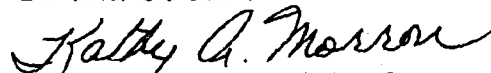
(i) \$.50 per page bound, paper format.

(C) A judge of the Court of Common Pleas may impose a reasonable surcharge in cases such as mass tort, medical malpractice, or other unusually complex litigation.

(D) A judge of the Court of Common Pleas may impose a reasonable surcharge for preparation of any transcript prepared in order to justly compensate a court reporter.

Said Local Rules of Judicial Administration shall be effective in the 41<sup>st</sup> Judicial District of the Commonwealth of Pennsylvania thirty (30) days after publication in the Pennsylvania Bulletin.

BY THE COURT:

  
KATHY A. MORROW, P.J.



**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.*

|  |  |   |  |
|--|--|---|--|
| <b>I. Case Information</b>   |  |   |  |
| 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)  |  |   |  |
| <input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Family <input type="checkbox"/> Orphans' Court <input type="checkbox"/> Juvenile <input type="checkbox"/> Other: (specify) _____ |  |   |  |
| Is this transcript request associated with an appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No   Children's Fast Track <input type="checkbox"/> Yes <input type="checkbox"/> No                            |  |   |  |
| <b>II. Requestor Information</b>   |  |   |  |
| I am Counsel for _____   |  | <input type="checkbox"/> Self-Represented <input type="checkbox"/> Not a party to this action |  |
| Court Appointed? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |   |  |
| Does this request qualify for a reduced rate pursuant to Rule 4007(E)? <input type="checkbox"/> Yes <input type="checkbox"/> 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  |
| <b>III. Transcript Items Requested</b>   |  |   |  |
| <input type="checkbox"/> Entire proceeding <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):   |  |   |  |
| <input type="checkbox"/> Other (specify):  |  |   |  |
| <b>IV. Private Party Transcript Delivery and Cost</b>  |  |   |  |
| For original transcript requests, please select from the following:  |  |   |  |
| Delivery Time:   | <input type="checkbox"/> Ordinary  | <input type="checkbox"/> Expedited  | <input type="checkbox"/> Daily <input type="checkbox"/> 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:  | <input type="checkbox"/> Electronic (PDF) format <input type="checkbox"/> Hard copy (add \$0.25 per page to page rates)  |   |  |
| Other (if offered, extra charges may apply):   | <input type="checkbox"/> Complex Litigation <input type="checkbox"/> Real Time Feed  |   |  |
| Special requests (if offered):   | <input type="checkbox"/> Minuscript/Condensed <input type="checkbox"/> ASCII <input type="checkbox"/> Include Word index <input type="checkbox"/> Other: _____ |   |  |
| Are you requesting a copy of an existing transcript? <input type="checkbox"/> Yes <input type="checkbox"/> No (For Photocopy rates, please see Rule 4008(D)).  |  |   |  |

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

Docket Number: \_\_\_\_\_

Case Caption: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Date of Request: \_\_\_\_\_

|   |                    |   |              |      |
|---|--------------------|---|--------------|------|
| <b>V. For court use only</b>  |                    | <input type="checkbox"/> <b>Hard copy requested<br/>(apply adjusted rate)</b> |              |      |
| <b>Cost estimate</b>  |                    |   |              |      |
| <input type="checkbox"/> Ordinary, county paid  | \$                 | x pages   | = \$         |      |
| <input type="checkbox"/> Ordinary, private paid   | \$                 | x pages   | = \$         |      |
| <input type="checkbox"/> Expedited  | \$                 | x pages   | = \$         |      |
| <input type="checkbox"/> Daily  | \$                 | x pages   | = \$         |      |
| <input type="checkbox"/> Same Day   | \$                 | x pages   | = \$         |      |
| <input type="checkbox"/> Other: _____   | \$                 | x pages   | = \$         |      |
| <input type="checkbox"/> Photocopy  | \$                 | x pages   | = \$         |      |
| Additional charges: <input type="checkbox"/> Complex Litigation <input type="checkbox"/> Real Time Feed |                    |   | \$           |      |
| <i>Are costs waived or reduced?</i> <input type="checkbox"/> Yes <input type="checkbox"/> 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):                                 |              |      |