

(January 1, 2017)
LOCAL RULES
RULES OF JUDICIAL ADMINISTRATION
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UNIFORM RULES GOVERNING COURT REPORTING AND TRANSCRIPTS

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Rule R.J.A.L4007. Requests for Transcripts

- (A) All requests for transcripts shall be filed on a standardized form with the Court Administrator.
- (B) Upon receipt of a request for an ordinary transcript, the Court Administrator shall contact the appropriate court reporter for an estimated cost using the price rates established by the Pennsylvania Rules of Judicial Administration or other rates approved pursuant thereto.
- (D) *Private Litigant Requests and Payment of Costs*
 - (1) The litigant ordering the transcript shall make payment in the amount of 90% of the estimated total cost of the transcript. Deposit checks are to be made payable to County of Forest or County of Warren and shall be delivered to the District Court Administrator.
 - (2) Upon receipt of the 90% deposit, the court reporter(s) assigned to the proceeding shall be directed by the District Court Administrator to prepare the transcript.
 - (3) The court reporter(s) shall notify the District Court Administrator upon completion of the transcript. The District Court Administrator shall notify the ordering party of the completed transcript and shall indicate the balance due.
 - (4) Checks for the final balance are to be made payable to the County of Forest or County of Warren and shall be delivered to the District Court Administrator. The court reporter(s) shall deliver the original transcript and copies for the parties to the District Court Administrator who shall file the original transcript and deliver the copies to the parties.
- (E) Any requests by a litigant for transcripts pursuant to R.J.A. 4007(E) alleging inability to pay due to economic hardship will be submitted to the District Court Administrator and will be directed to the Presiding Judge for determination as provided in R.J.A.L 4008(B).

Rule R.J.A.L4008. Transcript Costs Payable by a Requesting Party Other Than the Commonwealth or a Subdivision

- (A) Costs
 - (1) *Electronic Format.* The costs payable by the initial ordering party, other than the Commonwealth or a subdivision thereof, for a transcript delivered via electronic format shall not exceed:
 - (a) For an ordinary transcript, \$2.50 per page
 - (b) For an expedited transcript, \$3.50 per page
 - (c) For a daily transcript, \$4.50 per page
 - (d) For same-day delivery, \$6.50 per page
 - (e) For realtime feed, \$1.00 per page
 - (f) For complex litigation, \$3.00 per page
 - (g) For rough drafts, \$1.00 per page

(2) *Paper Format.* The costs payable by the initial ordering party, other than the Commonwealth or a subdivision thereof, for a transcript via paper format shall not exceed:

- (a) For an ordinary transcript, \$2.75 per page
- (b) For an expedited transcript, \$3.75 per page
- (c) For a daily transcript, \$4.75 per page
- (d) For same-day delivery, \$6.75 per page
- (e) For realtime feed, \$1.00 per page
- (f) For complex litigation, \$3.25 per page
- (g) For rough drafts, \$1.25 per page

(B) *Economic Hardship*

(4) Litigants claiming economic hardship must attach to their request for transcript a fully completed in Forma Pauperis Petition pursuant to Pennsylvania Rule of Civil Procedure 240.

(E) *Copies of Transcripts*

Any requests for copies of filed transcripts shall be directed to Court Administration. Copies shall thereafter be produced solely by the assigned Court Reporter. Payment for copies of transcripts shall be payable to the County of Forest or County of Warren and delivered to the Court Administrator according to the following fee schedule:

- (1) \$0.75 per page paper format;
- (2) \$0.50 per page electronic copy.