

Request for Transcript or Copy

MIFFLIN 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(s) of Proceeding: \_\_\_\_\_

Court Reporter Name (if available): \_\_\_\_\_

Case Type (check the appropriate box):  Criminal  Civil  Family  Orphans' Court  Juvenile

Type of Proceeding:  Suppression  Argument  Trial  Plea  Sentence

or "Other" (please specify): \_\_\_\_\_

PCRA  Yes  No

Is the Transcript Associated with an Appeal?  Yes  No

Children's Fast Track:  Yes  No

**II. Requestor Information**

Name of Requestor/Attorney ID Number (if applicable): \_\_\_\_\_

I am:  Counsel for \_\_\_\_\_  Unrepresented  Not a party to this action

Agency/Firm: \_\_\_\_\_ Court Represented:  Yes  No

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Does this request qualify for a reduced rate pursuant to Pa.R.J.A. 4007(E)?  Yes  No

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.

**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. Transcript Delivery and Cost**

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

Delivery Time:	<input type="checkbox"/> Ordinary	<input type="checkbox"/> Expedited	<input type="checkbox"/> Daily	<input type="checkbox"/> Same Day
Original Transcript:	+\$2.50	+\$3.50	+\$4.50	+\$6.50 (cost per page)
Copy for Requestor: <input type="checkbox"/> Yes <input type="checkbox"/> No	+\$0.50	+\$0.75	+\$1.00	+\$1.25 (cost per page)

Note: Expedited, Daily, and Same Day Requests are 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).

Requesting Governmental Agency Rate (if applicable):  Yes  NoManner 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 FeedSpecial 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))

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, plus the copy rate if the requestor desires a personal copy (subject to any cost sharing with additional parties).



## For Court Use Only

Date of Request: _____	Docket Number: _____
Case Caption: _____	
Name of Requestor: _____	
Email: _____ Phone: _____ Fax: _____	
Are the costs waived or reduced? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Date Deposit Received: _____	Deposit Check/M.O. Number: _____
Date Transcript Assigned: _____	Transcript to be Prepared By: _____
Transcript Due Date: _____	Date Transcript Completed: _____
Date Balance Received: _____	Balance Check/M.O. Number: _____
Date Transcript Sent to Requesting Parties: _____	

Ordinary, County Paid	\$	X	pages	=\$	Estimated Cost	\$
Ordinary, Private Paid	\$	X	pages	=\$	Less Deposit	-\$
Expedited	\$	X	pages	=\$	Balance Due	\$
Daily	\$	X	pages	=\$	Adjusted Cost (+/-)	=\$
Same Day	\$	X	pages	=\$	Final Page Total	
+Hard Copy	\$0.25	X	pages	=\$	Final Balance	\$
+Requestor Copy	\$	X	pages	=\$		
+Additional Charges	\$	X	pages	=\$		
Is the cost of the transcript being shared between parties? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Photocopy of Existing Transcript: <input type="checkbox"/> Yes <input type="checkbox"/> No						

**Notes:**