



**First Judicial District of Pennsylvania**  
**Court Reporter, Digital Recording and Interpreter Administration**  
 Land Title Building, 100 South Broad Street, 2<sup>nd</sup> Floor  
 Philadelphia, Pennsylvania 19110  
 Tele: 215-683-8000 Fax: 215-683-8005  
**TRANSCRIPT ORDER FORM**

Before filling out this transcript order form, please make note of the following Directive from DAVID C. LAWRENCE, COURT ADMINISTRATOR:

In cases where the Court is responsible for the cost of a transcript, transcription of the following is prohibited except as noted below:

- **Misdemeanor trials** except upon approval of the President Judge of Municipal Court, or the Common Pleas Trial Judge or upon Notice of Appeal.
- **Guilty Pleas** except in homicide cases or upon authorization of the Trial Judge.
- **Violation of Probation/Parole hearings** except upon authorization of the Trial Judge.
- **Voir Dire** except in Death Penalty Cases or where a Batson issue is raised or upon authorization of the Trial Judge.
- **Openings and closings** except upon approval of the Trial Judge.
- **Call of the List** except upon approval of the Trial Judge.

**IS THIS AN APPEAL?**     YES     NO                      **IF NO, NEXT TRIAL DATE:** \_\_\_\_\_  
**All information must be completed in order to begin transcription of notes.**

CASE NAME: (Commonwealth vs.) or (Party vs. Party)                       C.P. #     M.C. #    or     Petition #

Are there co-defendants? Please list: \_\_\_\_\_                      Co-Defendant Case #: \_\_\_\_\_

Hearing/Trial Date: \_\_\_\_\_ Courtroom #: \_\_\_\_\_ Judge: \_\_\_\_\_

Court Reporter's Name and Phone Number: \_\_\_\_\_

Requesting Attorney or Party Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

**District Attorney**                       **Court-Appointed Counsel (Attach Appointment Letter)**                       **Private Counsel/Party (Make check payable to reporter)**

DELIVERY:     Regular Delivery                       Expedited (Please call reporter to set delivery date)                       Daily (Next Day) (Please call reporter)                       Immediate (Same Day) (Call reporter)

**NOTICE:** CRIMINAL TRANSCRIPTS WILL BE PROVIDED ON A REGULAR DELIVERY BASIS ONLY. EXPEDITED, DAILY AND IMMEDIATE DELIVERY APPLIES ONLY TO CIVIL/PRIVATE TRANSCRIPTS.

**NOTE:** MAKE SURE YOU HAVE CHECKED EITHER YES OR NO as requested above or this transcript order form WILL NOT BE PROCESSED. IF TRANSCRIPT IS FOR AN APPEAL, YOU MUST ATTACH APPEAL COVER SHEET TO THIS TRANSCRIPT ORDER FORM. TRANSCRIPTS ORDERED BY COUNSEL STRICTLY "FOR THE FILE" WILL NOT BE PROCESSED.

*I understand that pursuant to Pa.R.J.A. No. 5000.6, transcription will not commence until the required deposit is received. I understand and agree that the unauthorized copying, duplication or sharing of the Notes without the express written approval of the court reporter shall subject me to all appropriate legal proceedings, including but not limited to civil action for damages pursuant to Pa.R.J.A. No. 5000.7 and notification to the Pennsylvania Disciplinary Board.*

Signature of Ordering Counsel/Party: \_\_\_\_\_ Date: \_\_\_\_\_

THIS IS YOUR ESTIMATE FOR THE REQUESTED TRANSCRIPT: Estimated No. of Pages: \_\_\_\_\_ @ \$ \_\_\_\_\_ per page  
 Deposit Required:     Yes     No                      Date: \_\_\_\_\_ Total Deposit Required: \$ \_\_\_\_\_

**TO ORDER A TRANSCRIPT:** Fax this form to 215-683-8005, or mail to the above address. When ordering daily, expedited or immediate delivery, in addition to the form, you must call the court reporter directly. If ordering Transcript for Post-Trial Motions or for an Appeal, you must send a copy to the Trial Judge and file a copy with the Prothonotary, or Clerk of the Orphans' Court, or Clerk of Family Court, and Clerk of the appellate court. Revised 03/24/09.

**PROCEDURE FOR REQUESTING NOTES OF TESTIMONY**

At the beginning of a trial or hearing, the attorney should obtain the name of the reporter and ask the reporter for a Transcript Request Form, which will contain the name and phone number of the reporter. The form should be placed in the attorney's file in the event notes are needed in the future. See Pa R.J.A. No. 5000.5. Court-appointed counsel must attach their appointment letter with the request.

In order to ensure prompt receipt of notes of testimony from a court reporter, the ordering attorney must legibly complete a Transcript Request Form.

The request should be mailed to the reporter at the Land Title Building, 100 South Broad Street, 2<sup>nd</sup> Floor, Philadelphia, PA 19110 or faxed to 215-683-8005.

After completion of the notes, they will be made available through the City network to the District Attorney and Defender Association. The Judge's copy will be available on the CRS database for retrieval by the judicial staff, or a printed copy will be hand delivered.

Court-appointed and privately retained counsel will be called by the reporter when notes are completed and informed the notes are ready for pick up by the attorney.

Private Counsel may be required to submit with the request a deposit to the reporter based on an estimate of the total number of transcript pages. When the transcript is completed, the reporter will notify private counsel that transcript is available at the Copy Center located at the Land Title Building, 2<sup>nd</sup> Floor, 100 South Broad Street, Philadelphia, PA 19110, upon payment of balance of reporter's invoice.

In the event of an appeal, in addition to sending the reporter a copy of the Notice of Appeal, counsel for appellant shall serve on the reporter the Transcript Order Form (APPEAL box needs to be checked) at the Land Title Building address with a copy to the Trial Judge and Janet C. Fasy, Deputy Court Administrator for Court Reporters, Digital Recording and Interpreter Services at the Land Title Building address. See: Pa R.J.A. No. 5000.5. The same procedure will be followed by reporter for delivery of transcript as described above.

Note that unless specifically requested, Jury Selection notes will not be transcribed.

Failure to follow this procedure may delay the obtaining of notes from a reporter. In the case of an appeal, failure to do so may result in a dismissal of appeal, according to Commonwealth vs. Williams 715 A.2d 1101 (1998)