



**First Judicial District of Pennsylvania  
Court Reporter, Digital Recorder and Interpreter Administration**

100 South Broad Street, 2nd Floor

Philadelphia, PA 19110

(215) 683-8000

Fax: (215) 683-8005

Honorable C. Darnell Jones  
President Judge

David C. Lawrence  
Court Administrator

**PLEASE READ THIS ENTIRE LETTER BEFORE  
REQUESTING NOTES OF TESTIMONY**

We cannot continue to correspond with you unless you follow all of the directives in this letter. There will be no response from this office unless you comply with the requirements below

All requests must be in writing with the complete documentation required, as described below. **Our office can only process complete forms.**

In any Criminal case you are entitled to ONE free copy of the transcript, which is provided to the court-appointed attorney or public defender that represents you. If a different attorney is appointed by the Court at different appeal stages, the transcript is transferred to the next attorney, or a copy is made and given directly to the appeal attorney, when requested by him/her.

In order for a defendant to receive an *additional* copy, an ORDER must be signed by a judge. The same applies to defendants claiming *pro se* or *in forma pauperis* status. A form letter and procedure is attached if you decide to proceed in this manner. However, should you decide to proceed *in forma pauperis* or *pro se*, this office cannot process your request without a signed Order by a Judge indicating your have been approved to proceed in forma pauperis or *pro se* by the Court.

By direction of the President Judge of the First Judicial District, you and your attorney are entitled to **ONE** copy of your transcript; this is the copy the attorney uses to represent you. **Therefore, contact your attorney to find out if the notes of testimony were ordered and in the possession of your attorney.**

If your Court-Appointed Attorney or Public Defender has ordered the notes, and will be using them to represent you, you cannot receive a second copy from this office unless you pay for them.

If your Court-Appointed Attorney or Public Defender has not ordered the notes, please ask your attorney to do so. Otherwise, if you order the notes yourself, you will be obliged to pay for them.

If private counsel represented you and ordered the notes, you must request a copy from that person. Otherwise, if you order the notes yourself, you will be obliged to pay for them.

**ATTORNEYS ARE NOT REQUIRED TO SEND YOU A SEPARATE COPY OF THE TRANSCRIPT.** THE ATTORNEY WILL NEED THE TRANSCRIPT TO REPRESENT YOU PROPERLY. IT IS UP TO YOU AND YOUR ATTORNEY TO DECIDE WHEN YOU CAN HAVE ACCESS TO THE TRANSCRIPT.

1.

When new counsel is appointed to your case, or you are waiting for counsel to be appointed to your case, please be advised that the first attorney is responsible for transferring the file and the transcript to the next attorney. Private Counsel will order the transcript. Court-appointed and Public Defenders will receive a free copy of the transcript.

Private attorneys who have not been paid by you are NOT required to give you the transcript.

2.

**IF YOU HAVE ALREADY RECEIVED A COPY OF YOUR NOTES OF TESTIMONY, A SECOND COPY WILL NOT BE SENT FREE OF CHARGE.**

If you want to pay for an additional copy, send the attached form to the above address.

***DO NOT SEND ANY MONEY UNTIL NOTIFIED BY THIS OFFICE***

**ONLY COMPLETED FORMS WILL BE PROCESSED.**

ALL INFORMATION MUST BE COMPLETED, and DOCUMENTATION MUST BE ATTACHED.

***DO NOT SEND ANY MONEY UNTIL NOTIFIED BY THIS OFFICE.***

*Or*, you may make a copy of the transcript in the Quarter Sessions file, Second Floor, 1301 Filbert Street. This must be done in person, not by mail or fax.

If you are representing yourself without a lawyer (pro se or in forma pauperis), fill out the attached form and attach a COURT ORDER signed by the JUDGE.

**ONLY ORDERS SIGNED BY A JUDGE ALLOWING YOU TO PROCEED PRO SE OR IN FORMA PAUPERIS WILL BE PROCESSED.**

NO ACTION will be taken by this office without a signed Order and a completed form.

**The Request to Proceed in forma pauperis *form* or pro se documentation is NOT a signed Order and is not considered accurate documentation. There must be a judge's signature on the Order. Do not send in other forms. We cannot process your request without the Judge's signature. You will not receive additional correspondence from us.**

The phone numbers listed below are provided for your convenience:

**Public Defender Association  
267-765-6500**

**Clerk of Quarter Sessions  
215-683-7700 (for case information)**

**District Attorney's Office  
215-686-8000**

**Revised 11/2007**

## REQUEST FOR TRANSCRIPT

Defendant's Name: \_\_\_\_\_

Co-defendant(s), if any: \_\_\_\_\_

Alias, if any: \_\_\_\_\_

PP#: \_\_\_\_\_ Prison#: \_\_\_\_\_ Date of Birth \_\_\_\_\_

List trial dates for requested transcripts: (This is **required** to process this request.)

DATE \_\_\_\_\_ JUDGE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was your attorney (check one only): Public Defender \_\_\_\_\_ Court Appointed \_\_\_\_\_ Private \_\_\_\_\_

Name of attorney: \_\_\_\_\_

If private or court-appointed please provide:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### **YOU SHOULD REQUEST NOTES FROM YOUR ATTORNEY BEFORE REQUESTING NOTES FROM THIS OFFICE.**

If the answers to the below questions are YES, please contact your attorney before sending in this form.

Does your attorney have a copy of the notes? YES \_\_\_\_\_ NO \_\_\_\_\_

Did your attorney give you the transcript previously? YES \_\_\_\_\_ NO \_\_\_\_\_

Did your attorney order transcripts? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you waiting for an attorney to be appointed for your appeal? YES \_\_\_\_\_ NO \_\_\_\_\_

(If YES, wait until you speak with your new attorney. He may already have the notes.)

Do you have an attorney for your appeal at this time? YES \_\_\_\_\_ NO \_\_\_\_\_

(If YES, you should speak with your new attorney. He may already have the notes.)

If you answered YES to any of the above questions, you cannot receive a free copy of the transcript.

**If you are ordering the transcript for someone else, please complete the information below:**

Your name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

After completing this form, send it by mail to:

Court Reporter Administration

Land Title Building

100 South Broad Street, 2<sup>nd</sup> Floor

Philadelphia, PA 19110

**THIS FORM MUST BE COMPLETE & LEGIBLE IN ORDER FOR IT TO BE PROCESSED.**  
**If you do not follow these instructions, you will not receive further correspondence from this office.**