

First Judicial District of Pennsylvania
Court of Common Pleas of Philadelphia County
Philadelphia Rules of Judicial Administration



LOCAL RULES

Rev. July 13, 2017

Original

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
Philadelphia Rules of Judicial Administration**

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PHILADELPHIA RULES OF JUDICIAL ADMINISTRATION

Rule *101. Title and Citation of Rules. These Rules shall be known as the Philadelphia County Rules of Judicial Administration and may be cited as "Phila. R.J.A."

Note: President Judge General Court Regulation No. 2017-02, issued June 14, 2017, published in the *Pennsylvania Bulletin* on June 24, 2017. Effective July 1, 2017.

Rule *4007. Requests for Transcripts.

(A) Requests for transcripts must be submitted through the electronic *Transcript Ordering System* ("TOS") accessible through the website of the First Judicial District of Pennsylvania at www.courts.phila.gov. A standard *Request for Transcript* form may be utilized by Requestors who cannot access the *Transcript Ordering System*. The *Request for Transcript* form is available on the Court's website at www.courts.phila.gov/forms and must be emailed to transcripts@courts.phila.gov.

(B) Cases on Appeal. As provided in Pa. R.A.P. 1922 (b), unless an order authorizing diminution of transcription has been issued by the trial court in a civil case or pursuant to Pa.R.Crim.P. 115 in a criminal case, the court reporter or transcriptionist shall transcribe the entire proceedings.

(C) The party requesting the transcript shall serve a copy of the Request on:

- (1) the court reporter;
- (2) the judge presiding over the matter; and
- (3) all counsel who have entered an appearance in the case and on any unrepresented party(ies).

(D) The court reporter, transcriptionist or other staff designated by the District Court Administrator shall provide an estimate of the cost of the transcript, and the requestor must make a non-refundable, partial payment of 95% of the estimated cost before the court reporter or transcriptionist will begin transcribing the proceeding.

(E) The time within which the transcript must be delivered begins to run upon the First Judicial District's receipt of the requestor's partial payment.

(F) When the transcript has been completed, it shall be filed in the *Court Reporting System* ("CRS"), shall be made available to the judge presiding over the matter, and shall be delivered to the requestor upon the payment of any balance owed.

(G) The delivery date of the transcript shall be the date the transcript is filed in the *Court Reporting System*.

(H) All requests by a litigant for the waiver or reduction of the transcript cost due to economic hardship, as provided in Pa.R.J.A. 4007 (E), shall be accompanied by proof that the litigant meets the requirements set forth in Pa.R.J.A. 4008 and Phila. R.J.A. 4008 (D). Such request shall be supported by an affidavit substantially in the form required by Pa.R.C.P. No. 240 (h), which is

available through the TOS and on the Court's website at: www.courts.phila.gov/forms. Requests for the waiver or reduction of the transcript cost due to economic hardship are limited to the requested transcript and shall be reviewed and determined as may be provided by the District Court Administrator from time to time. A litigant who wishes to proceed *in forma pauperis* for the duration of the case must file a *Petition to Proceed in Forma Pauperis* in accordance with established rules of court.

Note: President Judge General Court Regulation No. 2017-02, issued June 14, 2017, published in the *Pennsylvania Bulletin* on June 24, 2017. Effective July 1, 2017.

Rule *4008. Transcript Costs

(A) Transcript Costs.

The costs payable by a requesting party, other than the Commonwealth or a subdivision thereof, for transcripts in an electronic or paper format shall be as follows:

- (1) for an ordinary transcript, \$3.00 per page;
- (2) for an expedited transcript, \$4.50 per page;
- (3) for a daily transcript, \$6.00 per page;
- (4) for same-day delivery, \$9.00 per page;
- (5) for real-time, \$11.00 per page;
- (6) for real time streaming (to outside locations), full day, \$250.00; and
- (7) in ASCII format, or with Word Index: add \$25 for each.
- (8) Rough drafts will not be provided.

(B) Copies of Transcripts.

The costs payable for a copy of transcripts in an electronic or paper format shall be as follows

- (1) for an ordinary transcript, \$2.00 per page;
- (2) for an expedited transcript, \$3.00 per page;
- (3) for a daily transcript, \$4.00 per page; and
- (4) for same-day delivery, \$6.00 per page.

(C) Transcript Costs Payable by the Commonwealth or a Subdivision Thereof.

The transcript costs payable by the Commonwealth or a subdivision thereof, including but not limited to the District Attorney, the Pennsylvania Attorney General, the City of Philadelphia's Law Department, court-appointed counsel, and the Defender Association of Philadelphia shall be two (\$2.00) dollars per page for ordinary delivery.

(D) Economic Hardship Standards.

(1) In matters under appeal or where the transcript is necessary to advance the litigation:

- (a) transcript costs for ordinary transcripts shall be *waived* for a litigant who has been permitted by the court to proceed *in forma pauperis*; who is represented by court appointed counsel; who is represented by Legal Aid services which certify that the client meets financial eligibility; 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) guidelines for the current year. See Pa.R.J.A. 4008(B)(1).

(b) transcript costs for ordinary transcripts 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. See Pa.R.J.A. 4008(B)(2).

(2) In matters not under appeal, where the transcript is not necessary to advance the litigation: the requesting party must file a *Petition for Waiver of Transcript Costs* and must demonstrate reasonable need before the court shall waive or reduce the cost of obtaining the transcript.

(E) Payment Options. Payments may be made with approved credit and debit cards, checks or money orders made payable to the “*First Judicial District of Pennsylvania-Transcripts*,” or as otherwise provided by the District Court Administrator from time to time. A convenience fee shall be charged for electronic payments to off-set merchant charges incurred by the First Judicial District. No cash payments will be accepted. Direct payments to court reporters and transcriptions are not permitted.

Note: President Judge General Court Regulation No. 2017-02, issued June 14, 2017, published in the *Pennsylvania Bulletin* on June 24, 2017. Effective July 1, 2017.

Rule 5000.5 Requests for Transcripts

a) **Transcript Order Form.** The request for a transcript of all or part of the testimony at a trial or other proceeding must be made on a *Transcript Order Form* or *Digital Recording Transcript Order Form* which shall be substantially in the form set forth hereunder. The Transcript Order Forms must be fully completed and signed by the requesting party or counsel.

See www.courts.phila.gov/forms for the current version of the Transcript Order Forms.

b) **Delivery Location.** The applicable Transcript Order Form must be faxed (at 215-683-8005) or delivered to the First Judicial District of Pennsylvania, Court Reporter and Interpreter Administration, Land Title Building, 100 South Broad Street, 2nd Floor, Philadelphia, PA 19110.

c) **Transcript Requests for Post-Verdict Motions and Appeals.** A copy of the applicable Transcript Order Form for requests made in connection with post-verdict motions and appeals to appellate courts shall also be:

- (1) served on the trial judge; and
- (2) filed with the applicable office as follows:
 - (i) for all Criminal proceedings: The Criminal Justice Center, Motions Counter, Room 206, 1301 Filbert Street, Philadelphia, PA 19107; or
 - (ii) for all Court of Common Pleas Civil proceedings: The Prothonotary's Office, Room 278 City Hall, Philadelphia, PA 19107; or
 - (iii) for all Domestic Relations proceedings: The Clerk of Family Court, 1133 Chestnut Street, Philadelphia, PA 19107; or
 - (iv) for all Orphans' Court proceedings: The Clerk of the Orphans' Court, Room 415 City Hall, Philadelphia, PA 19107; or

- (v) for all Juvenile Delinquency proceedings: The Clerk of Quarter Sessions, Room 336, 1801 Vine Street, Philadelphia, PA 19103; or
- (vi) for Juvenile Dependency proceedings involving a decision made on a Petition for Goal Change/Involuntary Termination of Parental Rights: Room 269, City Hall, Philadelphia, PA 19107; or
- (vii) for all other Juvenile Dependency proceedings: The Criminal Justice Center, Motions Counter, Room 206, 1301 Filbert Street, Philadelphia, PA 19107; or
- (viii) for all Adoption proceedings: Room 332, 1801 Vine Street, Philadelphia, PA 19103; or
- (ix) for all Municipal Court Civil proceedings: 5th floor, 34 S. 11th Street, Philadelphia, PA 19107; or
- (x) for all appeals to an appellate court: The Prothonotary of the applicable appellate court.

Note: Adopted by the Board of Judges of the Court of Common Pleas on May 18, 2006, effective September 4, 2006.