



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

Land Title Building, 100 South Broad Street, Second Floor
Philadelphia, Pennsylvania 19110

Tele: 215-683-8000 Fax: 215-683-8005

TRANSCRIPT ORDER FORM

Criminal transcripts will be provided on a regular-delivery basis. Transcripts may not be ordered strictly "for the file."

Directive from the District Court Administrator: In cases where the Court is responsible for the cost of a transcript, transcription of the following is prohibited:

- **Misdemeanor trials, except upon Notice of Appeal**
- **Trials - Waiver or Jury, resulting in a Not Guilty verdict**
- **Guilty Pleas**, except in homicide cases
- **Violation of Probation/Parole hearings**
- **Voir Dire**, except in death-penalty cases or where a Batson issue is raised or upon authorization of the Trial Judge.
- **Opening and closing arguments**
- **Call of the List**

All information must be completed in order to begin transcription of notes.

IS THIS AN APPEAL? YES NO **IF NO, NEXT TRIAL DATE:** _____

CASE NAME: (Commonwealth vs.) or (Party vs. Party) **Case Number(s)** CP MC PETITION

Are there co-defendants? Please list:

Hearing/Trial Date(s): _____ Courtroom #: _____ Judge: _____

Preliminary Hearing Motion Trial Jury Trial Hearing

Sentencing PCRA Hearing Other: _____

Court Reporter's Name and Phone Number: _____ **or** **Digital Recording**

Court-Appointed Counsel **Private Counsel/Party** **In Forma Pauperis**
(Attach Appointment Letter-Regular delivery only) (Please attach documentation)

Requesting Attorney or Party Name: _____

Street Address: _____

City, State and Zip Code: _____

Phone Number: _____ Fax Number: _____ Email Address: _____

DELIVERY: Regular Delivery Expedited (Please call reporter/office) Daily (Next Day) (Please call reporter/office) Immediate (Same Day – call reporter/office)

If transcript is for an Appeal, you **MUST** attach the Appeal cover sheet to this transcript order form.

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 transcript 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 Attorney or Ordering Party: _____ Date: _____

TO ORDER A TRANSCRIPT: Email this form to: transcripts@courts.phila.gov.
When ordering daily, expedited or immediate delivery, in addition to the form, you must call the court reporter directly.

**Payment must be made by check or money order. This office cannot accept cash.
We will confirm receipt of your transcript request via email.**