

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY

President Judge General Court Regulation No. 2006-04

**In Re: Adoption of Philadelphia Civil Rule 227.3 and
Philadelphia Rule of Judicial Administration 5000.5**

ORDER

AND NOW, this 6th day of July, 2006, the Board of Judges of Philadelphia County, having voted at the Board of Judges' meeting held on May 18, 2006 to adopt Philadelphia Civil Rule 227.3 and Philadelphia Rule of Judicial Administration 5000.5, IT IS HEREBY ORDERED that Philadelphia Civil Rule 227.3 and Philadelphia Rule of Judicial Administration 5000.5 are adopted as attached hereto.

This General Court Regulation is issued in accordance with Pa.R.C.P. No. 239 and shall become effective thirty (30) days after publication in the *Pennsylvania Bulletin*. As required by Rule 239, the original General Court Regulation shall be filed with the Prothonotary in a Docket maintained for General Court Regulations issued by the President Judge of the Court of Common Pleas of Philadelphia County, and copies shall be submitted to the Civil Procedural Rules Committee and to the Administrative Office of Pennsylvania Courts for publication on its website. Copies of the Order shall also be submitted to American Lawyer Media, *The Legal Intelligencer*, Jenkins Memorial Law Library, and the Law Library for the First Judicial District of Pennsylvania, and posted on the website of the First Judicial District: <http://courts.phila.gov>.

BY THE COURT:

/s/ **Honorable C. Darnell Jones, II**

Honorable C. Darnell Jones, II
President Judge,
Court of Common Pleas of
Philadelphia County

Philadelphia Civil Rule

Philadelphia Civil Rule 227.3 Transcript of Testimony

(a) Post-Trial Motions. The court may, upon receipt of a copy of a request for partial transcript, or upon receipt of a partial transcript, request that the Official Court Reporter transcribe additional portions of the transcript, or the entire transcript, if the transcription of the increased portion of the transcript is deemed necessary for the disposition of the outstanding post-trial motions. The cost of such transcription shall be incurred by the party who filed the post-trial motions. In the event more than one party has filed post-trial motions, the cost of transcription shall be borne equally between or among such parties.

(b) Appeals. Upon receipt of the order for transcription of notes of testimony in connection with an appeal, and the requisite payment or deposit thereon, the Official Court Reporter shall prepare a full transcript of the case on appeal, unless the appellant or a cross-appellant has requested and obtained an order of diminution of transcription from the trial court. Pa.R.A.P. 1922 requires that an application for an order providing for less than the entire proceeding shall be made in civil cases within two days after the order for transcript is filed, and in criminal cases as provided in Pa.R.Crim.P. 115. As provided in Pa.R.A.P. 1911, the appellant must request and pay for the transcription of testimony; however, cross-appellants shall share the initial expense equally with all other appellants.

Adopted by the Board of Judges of the Court of Common Pleas on May 18, 2006.

Philadelphia Rule of Judicial Administration

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.

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.

Adopted by the Board of Judges of the Court of Common Pleas on May 18, 2006.

NEXT TRIAL DATE:
FORM

TRANSCRIPT ORDER



**First Judicial District of Pennsylvania
Court Reporter and Interpreter Administration**

Land Title Building, 100 South Broad Street, 2nd Floor
Philadelphia, Pennsylvania 19110
Telephone: 215-683-8000 Fax: 215-683-8005

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 #:

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

Defender Association

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.

PLEASE CHECK ALL THAT APPLY:

I am only requesting an estimate of costs.

I am ordering a transcript.

I am ordering Minuscript only

Provide ASCII (extra charge)

Include Word Index (extra charge)

I want a Minuscript copy in addition to a full-sized copy (extra charge)

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 Required Deposit: \$ _____

THIS IS YOUR FINAL INVOICE FOR THE REQUESTED TRANSCRIPT:

Total No. of Pages: _____ @ \$ _____ per page = \$ _____

Additional Charges: Minuscript \$ _____ ASCII \$ _____ Word Index \$ _____ Other: \$ _____

Less Deposit: \$ _____ TOTAL DUE: \$ _____ Date: _____

Make check payable to: _____ MANDAMUS

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, please call the court reporter directly.

If the Transcript is ordered for Post-Trial Motions or an Appeal, a copy of this Form must be sent to the Trial Judge and filed with the Prothonotary, Clerk of Quarter Sessions, Clerk of the Orphans' Court, Clerk of Family Court, Juvenile Branch, Municipal Court, or Prothonotary of the applicable Appellate Court as provided in Philadelphia Rule of Judicial Administration 5000.5.



**First Judicial District of Pennsylvania
Court Reporter and Interpreter Administration**
Land Title Building, 100 South Broad Street, 2nd Floor
Philadelphia, Pennsylvania 19110
Telephone: 215-683-8000 Fax: 215-683-8005

DIGITAL RECORDING TRANSCRIPT ORDER FORM

ORDER DATE: _____

Case Name: _____

Case Number: _____ **Hearing Date:** _____

Location: Courtroom # _____ CJC 34 S. 11th Street 1801 Vine St.
(Domestic Relations)

Judge: _____

Requesting Counsel/Party: _____ **I.D. No.** _____

Check One: District Attorney Court Appointed Defender Association Private Counsel Private Party

Street Address: _____ **Phone:** _____

City, State, Zip Code: _____ **Fax:** _____

Email address: _____

Delivery: Standard (2 to 4 weeks) Expedited (1 to 2 weeks) Daily (24 hours)
NOTE: Expedited and Daily requests apply only to Civil Transcript Orders.

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: _____ **Date:** _____

TO ORDER A TRANSCRIPT: Fax this form to 215-683-8005, or mail to the above address.
If the Transcript is ordered for Post-Trial Motions or an Appeal, a copy of this Form must be sent to the Trial Judge and filed with the Prothonotary, Clerk of Quarter Sessions, Clerk of the Orphans' Court, Clerk of Family Court, Juvenile Branch, Municipal Court, or Prothonotary of the applicable Appellate Court as provided in Philadelphia Rule of Judicial Administration 5000.5.

PRIVATE COUNSEL/PRIVATE PARTY: When your order form is received, you will be contacted with the transcript cost. Payment must be received before your order is processed. You will be notified when your transcript is ready for pickup, and whether any additional payment is required.

THIS IS YOUR PRELIMINARY ESTIMATE FOR THE REQUESTED TRANSCRIPT:

Estimated No. of Pages: _____ @ \$ per page: _____

Deposit Required: Yes No Due Date: _____ Total Required Deposit: \$ _____

NEXT HEARING DATE: _____