

# *County of Adams*

---

Courts' Self-Help Center – Packets

---

## **HOW TO REQUEST TRANSCRIPTS**

This packet contains information, forms, and instructions on how to request transcripts for court proceedings related to courts of record in Adams County.

---

### **DISCLAIMER**

Court staff is not able to give you legal advice or help you fill out/complete these forms. The information in this packet is not a substitute for professional legal advice. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. If you want to obtain the services of an attorney but do not know whom to contact, please call the Adams County Court Administrator at 717-337-9846 or the Pennsylvania Lawyer Referral Service at 1-800-692-7375.

---

Packet Last Updated: December 19, 2022

## HOW TO REQUEST TRANSCRIPTS

### **In this Packet:**

- **Information and Instructions (consists of two pages)**
- **Transcript Request Form (consists of two pages)**

## INFORMATION AND INSTRUCTIONS

The Pennsylvania Rules of Judicial Administration 4000 series outlines the process by which a party can request and obtain transcripts related to any proceeding from a court of record. Generally speaking, this would involve hearings at the Court of Common Pleas level. Some transcripts may be restricted due to the type of court hearing and based upon whether the requestor is a party to the proceeding (for example, transcripts for certain juvenile hearings may not be available to a requestor). Local practice related to obtaining transcripts is further defined in the Adams County Rules of Judicial Administration.

All requests for transcripts require the completion of a Transcript Request Form. A requestor will need to file this with the appropriate filing office:

- For transcript requests related to criminal, delinquency, dependency or summary appeal matters at the Common Pleas level, the request will be filed at the Adams County Clerk of Courts Office
- For transcript requests related to Orphans' Court matters, the request will be filed at the Adams County Clerk of the Orphans' Courts Office
- For transcript requests related to civil matters at the Common Pleas level, the request will be filed at the Adams County Office of the Prothonotary
- For transcript requests related to domestic relations matter, the request will be filed at the Adams County Domestic Relations Section

You will not be required to pay a filing fee in order to file a Request for Transcript form. You must complete all four sections of page 1 of the Request for Transcript form and you must sign and date this form.

Additionally, if you believe you will not be able to afford the costs related to obtaining transcripts (for example, a paper copy of a new transcript starts at \$2.75 per page), you may seek consideration for reduced costs of transcripts at this time by filing for In Forma Pauperis (IFP) status.

In order to ask for IFP status, you must complete and file a separate Application for In Forma Pauperis. This Self-Help packet is available at the Courts' Online Self-Help Center at <https://www.adamscountypa.gov/courts/courtadministration/selfhelpcenter>.

After you have filed the request (and the In Forma Pauperis packet, if applicable), you must serve a copy of the request (and the In Forma Pauperis packet, if applicable) on the following:

- The Judge that presided over the hearing you are seeking a transcript for;
  - The Court Reporter that was present for the hearing you are seeking a transcript for;
  - The District Court Administrator or designee;
  - Opposing counsel (or, if unrepresented, the opposing party).
- [See Pennsylvania Rules of Judicial Administration 4007(B)].

## HOW TO REQUEST TRANSCRIPTS (cont.)

If you fail to serve those noted above, your request will not be processed. Please note that the filing office may make photocopies of these forms for you upon paying the filing office's copy fee. As you may not know who the Judge and/or Court Reporter were that presided over the hearing you are seeking a transcript for at the time you are making your request, the Adams County Court will permit you to serve the copies for the Judge, Court Reporter and District Court Administrator on the District Court Administrator/designee, which can be done by bringing those copies in person or mailing those copies to the Court Administrator's Office, Adams County Courthouse, 4<sup>th</sup> Floor, 117 Baltimore Street, Gettysburg, PA 17325.

A Judge will review the Request for Transcript form and, if submitted, the IFP documentation. The Judge will then enter an Order of Court to indicate how to proceed. This Order of Court will be sent to you by the filing office. If the Order directs you to leave a deposit for a transcript that has not been previously created, or to make payment in full for a copy of a previously-created transcript, you will need to make arrangements with the appropriate filing office to pay the costs before any work begins to produce the transcript. However, if you were granted IFP status with no financial obligation, the Court Reporter will immediately begin to work towards completing the request.

In those instances where the Court Reporter is creating a new transcript, you will be contacted by the Court Reporter to let you know what the final balance due will be. You will need to make arrangements with the appropriate filing office and pay the balance before receiving the transcript. Once you have paid the balance, the filing office will notify Court Administration. The Court Reporter will then send you the transcript. If you were awarded IFP status with no financial obligation, the Court Reporter will send you the transcript once it has been completed.

In those instances where you are seeking copies of a previously-transcribed transcript, you will need to make payment as directed in the Court Order with the appropriate filing office. Once you have paid for the copies, the filing office will notify Court Administration. The Court Reporter will then send you the transcript. If you were awarded IFP status with no financial obligation, the Court Reporter will send you the copy.

You have the right to appeal the Judge's decision. An appeal can be complicated and may involve hiring an attorney.

**Court personnel and county employees are not permitted to help you fill out these papers or give you legal advice.**



## Request for Transcript or Copy County

Pursuant to Pa.R.J.A. 4007(A), this form must be completed by any person requesting a transcript for any court proceeding. Additional requirements may be found in the local rules of court for each judicial district. Local rules may be found by following the appropriate link at: <http://www.pacourts.us/courts/courts-of-common-pleas/> If the cost of the transcript presents an economic hardship, there are reduced rates available to those who qualify. See Pa.R.J.A. 4007 (E). Copies of this request must be served in accordance with Pa.R.J.A. 4007(B). A deposit determined by local rule may be required. (Ver.: 11/2019)

I. Case Information			
Case Caption:	Docket Number:		
Presiding Judge:	Courtroom:		
Date(s) of Proceeding:	Is this transcript request associated with an appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Court Reporter Name (if known):	Children's Fast Track? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Case Type: (check the appropriate box): <input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Family <input type="checkbox"/> Orphans' Court <input type="checkbox"/> Juvenile			
Type of Proceeding: <input type="checkbox"/> Suppression <input type="checkbox"/> Argument <input type="checkbox"/> Trial <input type="checkbox"/> Plea <input type="checkbox"/> Sentence <input type="checkbox"/> PCRA <input type="checkbox"/> Other:			
II. Requestor Information			
Name of requestor/Attorney ID Number (if applicable):			
Street Address:	City:	State:	Zip:
Email:	Phone:	Fax:	
I am: <input type="checkbox"/> Self-Represented <input type="checkbox"/> Not a party to this action <input type="checkbox"/> Counsel for: <input type="checkbox"/> Check if Court Appointed/Conflict Counsel			
Agency/Firm:			
Does this request qualify for a reduced rate pursuant to Pa.R.J.A. 4007(E)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide proof of authorization for a reduced rate or an affidavit required by Pa.R.J.A. 4008(B)(4) requesting waiver of all or a portion of the costs.			
III. Transcript Items Requested			
<input type="checkbox"/> Entire proceeding <input type="checkbox"/> Jury Voir Dire <input type="checkbox"/> Opening statements <input type="checkbox"/> Closing arguments <input type="checkbox"/> Jury Instructions			
<input type="checkbox"/> Testimony (specify each witness):			
<input type="checkbox"/> Pre/Post trial hearing (specify):			
<input type="checkbox"/> Other (specify):			
IV. Transcript Delivery and Cost			
For Original transcript requests*, please select from the following [NOTE: Expedited, Daily and Same Day Requests are only available where provided by the judicial district. Costs payable by requestor shall not exceed the rates prescribed in Pa.R.J.A. 4008(A)(1) and (D)(1)]:			
Delivery Time:	<input type="checkbox"/> Ordinary	<input type="checkbox"/> Expedited	<input type="checkbox"/> Daily <input type="checkbox"/> Same Day
Original transcript production cost per page	\$2.50 per page	\$3.50 per page	\$4.50 per page <input type="checkbox"/> \$6.50 per page
Copy for requestor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Add: \$0.50 per page	\$0.75 per page	\$1.00 per page <input type="checkbox"/> \$1.25 per page
Manner of Delivery of Transcript: <input type="checkbox"/> Electronic (PDF) format <input type="checkbox"/> Hard copy (add \$0.25 per page to copy rates)			
Requesting Commonwealth/sub-division Governmental Agency Rate (if applicable): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Other (if offered, extra charges may apply): <input type="checkbox"/> Complex Litigation <input type="checkbox"/> Real Time Feed			
Special requests (if offered): <input type="checkbox"/> Minuscript/Condensed <input type="checkbox"/> ASCII <input type="checkbox"/> Word index <input type="checkbox"/> Other:			
Are you requesting a copy of an existing transcript? <input type="checkbox"/> Yes (If yes, \$0.75 per page for paper; \$0.50 per page PDF) <input type="checkbox"/> No			

Requestor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*NOTE: The first requestor of a transcript is obligated to pay for the original transcript, which is filed with the court, plus the copy rate if the requestor desires a personal copy (subject to any cost sharing with additional parties).**



# For Court Use Only

(Ver.: 11/2019)

Date of Request:

Docket Number:

Case Caption:

Date of Hearing:

Name of Requestor:

Address/Phone/Fax # of Requestor: Email of Requestor:

Are the costs waived or reduced?  Yes  No      Is the cost of the transcript being shared between parties?  Yes  No

Original; Ordinary, party	\$2.50 per page	x	pages	= \$	
Original; Ordinary, party; Requestor Copy of Original Transcript-Electronic	\$0.50 per page	x	pages	= \$	
Original; Ordinary, party; Requestor Copy of Original Transcript-Paper	\$0.75 per page	x	pages	= \$	
Original; Ordinary, Commonwealth/sub-division	\$1.55 per page	x	pages	= \$	
Original; Ordinary, Commonwealth/sub-division; Requestor Copy of Original Transcript-Electronic	\$0.50 per page	x	pages	= \$	
Original; Ordinary, Commonwealth/sub-division; Requestor Copy of Original Transcript-Paper	\$0.75 per page	x	pages	= \$	
<input type="checkbox"/> Expedited <input type="checkbox"/> Daily <input type="checkbox"/> Same Day	\$   per page	x	pages	= \$	
Original; Expedited/Daily/Same Day; Requestor Copy of Original Transcript-Electronic	\$   per page	x	pages	= \$	
Original; Expedited/Daily/Same Day; Requestor Copy of Original Transcript-Paper	\$   per page	x	pages	= \$	
Existing Transcript Copy-Electronic	\$0.50 per page	x	pages	= \$	
Existing Transcript Copy-Paper	\$0.75 per page	x	pages	= \$	
Additional Charges	\$	x	pages	= \$	
<b>NOTES</b>				Estimated Cost	\$
				Less deposit	- \$
				Balance due	= \$
				Adjusted Cost (+/-)	\$
				Final Balance	= \$
Transcript to be prepared by:			Date assigned:	Date due:	
Date of deposit:	Check/M.O. number	Date transcript completed:			
Date balance received:	Check/M.O. number:	Date transcript sent to requesting part(ies):			