

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: November 14, 2019

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 www.adamscounty.us under the "Courts" link.

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 your 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, 4th 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.

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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	= \$	
NOTES				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):			