

REQUEST FOR TRANSCRIPT- INSTRUCTIONS

As per the PA Rules of Judicial Administration- Rule 4007 (effective January 1, 2017), the following is a brief outline of the procedure for filing a transcript request in Clearfield County by all persons requesting a transcript of either a civil or criminal court proceeding:

1. Contact the Court Reporter's Office for an estimate (814) 765-2641 Ext. 2099
2. Requestor must complete the 'Request for Transcript or Copy,' entering the information on Page 1 only.
3. Requestor must then submit the 'Request for Transcript or Copy' **and** one-half (1/2) of the total cost to the District Court Administrator.

The District Court Administrator will complete Page 2 of the transcript request. Forms can be submitted in person or mailed to:

Clearfield County Court Administration
 Attn: Office of Court Reporter
 230 East Market Street, Suite 228
 Clearfield County, PA 16830

Note: The Court Reporter will not begin the process of preparing the transcript until at least one-half (1/2) of payment is received.

Note: No cash or personal checks will be accepted. Money orders, certified checks, or law firm checks must be made payable to 'County of Clearfield.'

4. Once one-half (1/2) of payment is received, transcription shall begin and shall be completed within the requested time period.
5. The Court Reporter will notify the Requester when the transcript is completed. **Final payment must be submitted to the District Court Administrator within seven (7) days after being notified of completion.** The transcript will not be filed of record until receipt of the remainder of the outstanding cost is received by the District Court Administrator.

Questions or concerns may be directed to Court Administration at (814) 765-2641 Ext. 5010.

Clearfield County Cost Rates:

	ORDINARY	EXPEDITED	DAILY	SAME DAY
ELECTRONIC	\$3.25 per page	\$4.25 per page	\$5.25 per page	\$8.25 per page
HARD COPY	\$3.50 per page	\$4.50 per page	\$5.50 per page	\$8.50 per page

Request for Transcript or Copy

CLEARFIELD 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.

I. Case Information

Case Caption: _____ Docket Number: _____

Presiding Judge: _____

Date(s) of Proceeding: _____

Court Reporter Name (if available): _____

Case Type (check the appropriate box): Criminal Civil Family Orphans' Court Juvenile

Type of Proceeding: Suppression Argument Trial Plea Sentence

or "Other" (please specify): _____

PCRA Yes No

Is the Transcript Associated with an Appeal? Yes No

Children's Fast Track: Yes No

II. Requestor Information

Name of Requestor/Attorney ID Number (if applicable): _____

I am: Counsel for _____ Unrepresented Not a party to this action

Agency/Firm: _____ Court Represented: Yes No

Street Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

Does this request qualify for a reduced rate pursuant to Pa.R.J.A. 4007(E)? Yes 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 a waiver of all or a portion of the costs.

III. Transcript Items Requested

Entire proceeding Jury Voir Dire Opening statements Closing arguments Jury Instructions

Testimony (specify each witness): _____

Pre/Post trial hearing (specify): _____

Other (specify): _____

IV. Transcript Delivery and Cost

For the original transcript request, please select from the following:

Delivery Time:	<input type="checkbox"/> Ordinary	<input type="checkbox"/> Expedited	<input type="checkbox"/> Daily	<input type="checkbox"/> Same Day
Original Transcript: Electronic	(E) \$3.25	(E) \$4.25	(E) \$5.25	(E) \$8.25 (cost per page)
Original Transcript: Hard Copy	(HC) \$3.50	(HC) \$4.50	(HC) \$5.50	(HC) \$8.50
Copy for Requestor: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Note: Expedited, Daily, and Same Day Requests are only available where provided by the judicial district or court reporter. Costs payable by requestor shall not exceed the rates prescribed in Pa.R.J.A. 4008(A)(1) and (D)(1).				
Requesting Governmental Agency Rate (if applicable): <input type="checkbox"/> Yes <input type="checkbox"/> No				
Manner of Delivery: <input type="checkbox"/> Electronic (PDF) Format <input type="checkbox"/> Hard copy (add \$0.25 per page to page rates)				
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"/> Minuscrypt/Condensed <input type="checkbox"/> ASCII <input type="checkbox"/> Include Word Index <input type="checkbox"/> Other				
If Other, please specify: _____				
Are you requesting a photocopy of an existing transcript? <input type="checkbox"/> Yes <input type="checkbox"/> No (For photocopy rates, please see Pa.R.J.A 4008(D))				

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

Date of Request:	Docket Number:		
Case Caption:			
Name of Requestor:			
Email:	Phone:	Fax:	
Are the costs waived or reduced? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Date Deposit Received:	Deposit Check/M.O. Number:
Date Transcript Assigned:	Transcript to be Prepared By:
Transcript Due Date:	Date Transcript Completed:
Date Balance Received:	Balance Check/M.O. Number:
Date Transcript Sent to Requesting Parties:	

Ordinary, County Paid	\$	X	pages	= \$	Estimated Cost	\$
Ordinary, Private Paid	\$	X	pages	= \$	Less Deposit	-\$
Expedited	\$	X	pages	= \$	Balance Due	\$
Daily	\$	X	pages	= \$	Adjusted Cost (+/-)	= \$
Same Day	\$	X	pages	= \$	Final Page Total	
+Hard Copy	\$0.25	X	pages	= \$	Final Balance	\$
+Requestor Copy	\$	X	pages	= \$		
+Additional Charges	\$	X	pages	= \$		
Is the cost of the transcript being shared between parties? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Photocopy of Existing Transcript: <input type="checkbox"/> Yes <input type="checkbox"/> No						

Notes: