

INSTRUCTIONS FOR REQUESTING A TRANSCRIPT

1. Complete the "Request for Transcript" form. Please fill out the entire form. Insufficient detail will delay the preparation of the transcript including requestor's name, telephone number and e-mail address.
2. Requests for all transcripts must be filed in the office of the Court Administrator.
3. Pursuant to Local Rule L4007(B), a requesting party must serve copies of the formal request to the judge presiding over the matter and opposing counsel.
4. A deposit for the preparation of the transcript may be required. The deposit will be ninety per-cent of the estimated total cost of the transcript. Following submission of a "Request for Transcript" the requestor will be contacted by a Court Reporter who will report the amount of the required deposit and will direct the requestor to the proper filing office to make payment. Once payment of the deposit has been made, the Court Reporter will begin the preparation of the transcript. When total costs will be less than \$50.00 the Court Reporter may request payment in full.
 - a. If the Judge has signed an order permitting the requestor to proceed *In Forma Pauperis*, that order must be attached to the request in order to receive a no cost or reduced cost transcript.
 - b. If the requestor believes that he or she is entitled to a reduction in costs for a transcript because income is below the poverty line, a petition must be submitted the court requesting permission to proceed *In Forma Pauperis*. These forms are available in the appropriate recording office or on-line on the Butler County Court of Common Pleas website.
5. The costs of transcripts are as follows and are in accordance with Pa Rule 4008 (A) of the PA Rules of Court:

| Transcript type: | <u>Electronic</u> | <u>Hard Copy</u> |
|------------------|-------------------|------------------|
| Ordinary | \$2.50 per page | \$2.75 per page |
| Expedited | \$3.50 per page | \$3.75 per page |
| Daily | \$4.50 per page | \$4.75 per page |
| Same Day | \$6.50 per page | |

If the transcript in the case has been previously filed of record, copies of the transcript may be purchased at the rate of \$.50 per page for electronic copies and \$.75 per page for printed copies. A Request for Transcript form must be completed and filed at the Court Administrator's office to obtain a copy of an already prepared transcript. If the case at hand is proceeding to appeal, requestors must pay for a hard copy at the rate listed above to be forwarded to the appellate court and one electronic copy for themselves at the rate of \$.50 per page. Requestors must also submit a copy of the Notice of Appeal that has been filed in the appropriate filing office.

6. Once the transcript is completed, the requestor will be notified by the court reporter who will also indicate the balance due and owing on the transcript.
7. Final payment is due and payable at the filing office responsible for the case (ie. Clerk of Courts, Prothonotary, Clerk of Orphans' Court or Domestic Relations) within ten business days of notice that the transcript is ready for delivery. When final payment is made electronic copies, the preferred method of delivery, will be delivered by e-mail. Failure to pay the required deposit or final payment within 30 days of notification by the Court Reporter of the amount due shall cause the Request for Transcript to be deemed withdrawn and the Requestor shall be required to start the process again if the transcript is still wanted.
8. Questions about obtaining a transcript of an official Court proceeding should be directed to the office of the Court Administrator.