

## **RULE 4007 – REQUEST FOR TRANSCRIPTS.**

- (A) All requests for transcripts shall be set forth on the standardized Request for Transcript form available in all filing offices (Prothonotary, Clerk of Courts, Register of Wills/Clerk of the Orphans' Court and/or Domestic Relations) and at [www.dauphincounty.org/government/Court-Departments/Self-Help-Center](http://www.dauphincounty.org/government/Court-Departments/Self-Help-Center).
- (B)
  - (1) The Request for Transcript of a court proceeding shall be filed in the appropriate filing office (Prothonotary, Clerk of Courts, Register of Wills/Clerk of the Orphans' Court and/or Domestic Relations).
  - (2) The requesting party (attorney or self-represented party) shall immediately provide copies of the Request for Transcript to:
    - (a) The presiding judge;
    - (b) The court reporter;
    - (c) The Court Administrator's Office;
    - (d) Opposing counsel or the opposing party if self-represented.
- (C) A request for daily, expedited, or same-day transcripts shall be filed in the appropriate filing office (Prothonotary, Clerk of Courts, Register of Wills/Clerk of the Orphans' Court and/or Domestic Relations) at least ten (10) days before the scheduled proceeding. Copies of the written request shall be provided as required in paragraph (B)(2) above. In the event of an emergency, a party may request by oral motion a daily, expedited, or same-day transcript. This request will be accommodated upon approval of the trial judge and the chief court reporter. If an oral motion for a daily, expedited, or same-day transcript is granted, a Request for Transcript form must be filed the next business day.
- (D) Upon filing a Request for Transcript:
  - (1) The court reporter shall immediately determine the number of copies being ordered by contacting all counsel and/or self-represented parties and provide this information to the Court Administrator's Office.
  - (2) The requesting party (attorney or self-represented party) and any other part(ies) (attorney or self-represented party) other than the Commonwealth, a County or Court office or a subdivision thereof shall make a non-refundable deposit in the amount of 95% of the estimated cost of the transcript. The deposit shall be paid by cash, money order, certified check, or law firm check made payable to the County of Dauphin

and delivered to the Court Administrator's Office within seven (7) calendar days from the date the parties are notified.

- (3) The court reporter shall prepare the transcript upon direction of the Court Administrator's Office.
- (4) The court reporter shall notify the Court Administrator's Office upon completion of the transcript.
- (5) The court reporter shall deliver the original transcript to the appropriate filing office and distribute copies to the ordering parties upon payment of the balance owed.