



**LYCOMING COUNTY  
REQUESTING A TRANSCRIPT  
SELF-HELP KIT**

**REMEMBER**

*The law often changes. Each case is different. This self-help kit is meant to give you general information and not give you specific legal advice.*

## Here are the steps to order a transcript:

1. Fill out the form called "Request for Transcript or Copy." [see instructions below]
2. Submit the completed form to Erica Trimble Gardner, Senior Court Reporter. Do this in one of the following ways.  
Email it to her at [etrimble@lyco.org](mailto:etrimble@lyco.org)  
Fax it to her at (570-327-2288)  
Send it to her by mail at 48 W. Third St., Williamsport, PA 17701
3. Ms. Gardner will fill out Part V of the form and return it to you. This will have the estimated cost of the transcript.
4. How payment is made depends on the type of case:

### **In Domestic Relations cases:**

Take the form you receive from Ms. Gardner to the Court Administration office on the 4<sup>th</sup> floor of the Courthouse, along with your payment of the full estimated cost of the transcript. You can pay by cashier's check, money order, or a check from an attorney's office made payable to "Court Administration, Lycoming County."

### **In civil cases (including Family Court cases not involving the Domestic Relations Office):**

Take the form you receive from Ms. Gardner to the Prothonotary's Office on the 1<sup>st</sup> floor of the Courthouse, along with your payment of the full estimated cost of the transcript. You can pay by cash, check, money order or credit/debit card. Checks and money orders should be made out to Lycoming County Prothonotary.

### **In criminal cases, including summary appeals:**

Take the form you receive from Ms. Gardner to the Prothonotary's Office on the 1<sup>st</sup> floor of the Courthouse, along with your payment of the full estimated cost of the transcript. You can pay by cash, check, money order or credit/debit card. Checks and money orders should be made out to Lycoming County Prothonotary.

*If you feel you cannot afford the cost of the transcript, you may file a Petition to Proceed Without Payment of Fees and Costs when you take this transcript request form to the appropriate office. You can get this petition from the Law Library in the basement of the Courthouse or online at [www.lyco.org](http://www.lyco.org) under the "Law Library" tab.*

## **Here are directions for filling out the “Request for Transcript or Copy” form:**

### **Part I: Case Information**

Write the case caption and docket number of your case.

For “Presiding Judge,” write the name of the judge who presided over the hearing or trial you are seeking to have transcribed.

For “Courtroom,” write the number of the courtroom where the hearing or trial was held.

For “Date(s) of Proceeding,” write the date the hearing or trial was held. If the hearing or trial lasted longer than one day, write all the dates.

Leave “Co-defendant docket #” blank.

Leave “Court Reporter Name” blank.

Under “Type of proceeding,” check the appropriate box.

Check “Yes” or “No” for whether the transcript is associated with an appeal.

Check “Yes” or “No” for whether it is a Children’s Fast Track Case (it is a Children’s Fast Track Case if it involves dependency, termination of parental rights, adoptions, custody or paternity).

### **Part II: Requester Information**

Check the box for “Self-Represented.”

Skip to “Name of requester,” on the fifth line and print your name.

Print your address, city, state, zip, email, phone, and fax (if you have one).

### **Part III: Transcript Items Requested**

Check the box(es) which describe(s) the testimony you want to have transcribed.

### **Part IV: Private Party Transcript Delivery and Cost**

Check the box for Ordinary unless you want it faster and are willing to pay the extra cost.

Check whether you want electronic format or hard copy.

Do not complete the sections for “Other”, “Special Requests” or “Are you Requesting a photocopy of an existing transcript?” unless they apply to your request.

### **Part V: Page which says “For Court Use Only”**

Write the date of the request and the case number on the first line.

“Case Caption” - write the parties’ names as Plaintiff vs. Defendant.

“Name of Requestor” – write your name.

Write your email address, phone number and fax number (if you have one) where indicated.

Leave the rest of this part and the rest of the page blank, for the Court Reporter to fill out and return to you.

Sign on the blank line after the words “Requestor’s Signature” and then write the date where indicated.

**Make one copy of the first two pages for your records.**



## Request for Transcript or Copy Lycoming 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

<i>Case Caption</i>	<i>Docket Number</i>
<i>Presiding Judge</i>	<i>Courtroom</i>
<i>Date(s) of Proceeding</i>	<i>Co-Defendant Docket # (if applicable)</i>

*Court Reporter Name (if available):*

Type of proceeding (check the appropriate box):

Criminal    Civil    Family    Orphans' Court    Juvenile    Other (specify):

Is this transcript request associated with an appeal?    Yes    No   Children's Fast Track    Yes    No

### II. Requestor Information

I am Counsel for:

Self Represented    Not a party to this action

*Court Appointed?*    Yes    No

*Does this request qualify for a reduced rate pursuant to Rule 4007(E)?*    Yes    No

*If Yes, please provide proof of authorization for a reduced rate or an affidavit required by Rule 4008(B)(4) requesting waiver of all or a portion of the costs:*

*Name of requestor/Attorney ID Number (if applicable):*

*Agency/Firm:*

*Street Address*

*City*

*State*

*Zip*

*Email:*

*Phone:*

*Fax:* \

### 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. Private Party Transcript Delivery and Cost

For original transcript requests, please select from the following:

Delivery Time:    Ordinary    Expedited     Daily     Same Day

Cost per page (*electronic format*)    **\$2.50/page**    **\$3.50/page**    **\$4.50/page**    **\$6.50/page**

Manner of Delivery:    Electronic (PDF) format     Hard copy (add \$0.25 per page to page rates)

Other (if offered, extra charges may apply):    Complex Litigation    Real Time Feed

Special requests (if offered):    Minuscript/Condensed    ASCII    Include Word Index    Other:

Are you requesting a copy of an existing transcript?     Yes     No (for photocopy rates, please see Rule 4008(D)).

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*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).*

Docket Number:

Case Caption:

Name of Requestor:

Date of Request:

<b>V. For Court Use Only</b>		<input type="checkbox"/> Hard copy requested (apply adjusted rate)	
Cost estimate			
<input type="checkbox"/> Ordinary, county paid	\$	x pages	= \$
<input type="checkbox"/> Ordinary, private paid	\$	x pages	= \$
<input type="checkbox"/> Expedited	\$	x pages	= \$
<input type="checkbox"/> Daily	\$	x pages	= \$
<input type="checkbox"/> Same Day	\$	x pages	= \$
<input type="checkbox"/> Other:	\$	x pages	= \$
<input type="checkbox"/> Photocopy	\$	x pages	= \$
	\$	x pages	= \$
Additional charges: <input type="checkbox"/> Complex Litigation <input type="checkbox"/> Real Time Feed			\$
Are costs waived or reduced? <input type="checkbox"/> Yes <input type="checkbox"/> No		Subtotal	\$
		Less deposit	- \$
		Balance due	= \$
Transcript to be prepared by:	Date of Deposit:	Date assigned:	Date due: