

IN THE COURT OF COMMON PLEAS OF LEBANON COUNTY
PENNSYLVANIA

vs.
_____ :
: Action No.

Transcript Request

To: _____, Court Reporter. I request a transcript of
the proceedings held in the above-captioned case on _____.
(Date of Hearing)
(Specify either the entire transcript or those portions of the transcript that are
needed). I certify that I have given a copy of this request to the opposing
counsel, the Prothonotary or Clerk of Court, the Court Administrator and, in the
case of an appeal, to the Clerk of the Appellate Court.

Name _____
Address _____
Telephone _____
Email _____
Fax _____

TO BE FILLED IN BY THE STENOGRAPHER AND RETURNED TO THE PARTY
REQUESTING THE TRANSCRIPT:

**NOTE: MATTERS ARE GENERALLY TRANSCRIBED IN THE ORDER THEY
ARE RECEIVED.**

Estimated number of pages of requested transcript _____

Estimated cost of requested transcript _____

I certify that I have received the sum of _____,
representing one-half the estimated cost of the transcript.

Date: _____ Court Reporter: _____

TRANSCRIPT REQUEST
COURT REPORTER RATES

For each page of the transcript, the Court Reporter shall be paid the following rates:

1. Where the Commonwealth or a subdivision thereof is the ordering party:
 - a. One dollar twenty-five cents (\$1.25) per page of original transcript.
 - b. Thirty cents (\$.30) per page for any copy, if made at the Reporter's own expense.

2. Where a party other than the Commonwealth or a subdivision thereof is the ordering party:
 - a. One dollar sixty-five cents (\$1.65) per page representing the costs of a copy and the costs of the copy to be filed with the Court.
 - b. Where opposing counsel requests a copy of the same transcript, the sum of one dollar (\$1.00) per page representing thirty-five cents (\$.35) per page for a copy and one-half (1/2) or sixty-five cents (\$.65) per page or the original typescript, which shall be refunded to the original party.
 - c. Where more than one opposing counsel requests a copy of the same transcript, the rates described in the subparagraph (b) above shall be prorated according to the number of parties requesting copies of the transcript.

3. Advance payment for transcripts shall be made to the Court Reporter who shall certify the estimate and receipt for one-half (1/2) the cost of a copy thereof.