



**First Judicial District of Pennsylvania**  
**Court Reporter, Digital Recording and Interpreter Administration**  
 Land Title Building, 100 South Broad Street, 2<sup>nd</sup> Floor  
 Philadelphia, Pennsylvania 19110  
 Tele: 215-683-8000 Fax: 215-683-8005

**TRANSCRIPT ORDER FORM**

Before filling out this transcript order form, please make note of the following Directive from the First Judicial District Court Administrator:

In cases where the Court is responsible for the cost of a transcript, transcription of the following is prohibited except as noted below:

- **Misdemeanor trials** except upon approval of the President Judge of Municipal Court, or the Common Pleas Trial Judge or upon Notice of Appeal.
- **Guilty Pleas** except in homicide cases or upon authorization of the Trial Judge.
- **Violation of Probation/Parole hearings** except upon authorization of the Trial Judge.
- **Voir Dire** except in Death Penalty Cases or where a Batson issue is raised or upon authorization of the Trial Judge.
- **Openings and closings** except upon approval of the Trial Judge.
- **Call of the List** except upon approval of the Trial Judge.

**IS THIS AN APPEAL?**     YES     NO    **IF NO, NEXT TRIAL DATE:** \_\_\_\_\_

**All information must be completed in order to begin transcription of notes.**

CASE NAME: (Commonwealth vs.) or (Party vs. Party) \_\_\_\_\_ C.P. #: \_\_\_\_\_

\_\_\_\_\_ M.C. #: \_\_\_\_\_

Are there co-Defendants? Please list: \_\_\_\_\_ Petition #: \_\_\_\_\_

\_\_\_\_\_ Co-Def. Case #: \_\_\_\_\_

Hearing/Trial Date: \_\_\_\_\_ Courtroom #: \_\_\_\_\_ Judge: \_\_\_\_\_

Trial     Jury Trial     Preliminary Hearing     Sentencing     PCRA Hearing

Other: \_\_\_\_\_

Court Reporter's Name and Phone Number: \_\_\_\_\_

Requesting Attorney or Party Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

**Court-Appointed Counsel (Attach Appointment Letter)**     **Private Counsel/Party (Make Check Payable to Reporter)**

Delivery:     Regular Delivery     Expedited (Please call Reporter to set delivery date)     Daily (Next Day) (Please call reporter)     Immediate (Same day – call Reporter)

**NOTICE:** Criminal transcripts will be provided on a regular delivery basis only. Expedited, daily and immediate delivery applies only to *civil/private* transcripts.

**NOTE:** MAKE SURE YOU HAVE CHECKED OFF EITHER "YES" OR "NO" AS REQUESTED ABOVE OR THIS TRANSCRIPT WILL NOT BE PROCESSED. IF TRANSCRIPT IS FOR AN APPEAL, YOU MUST ATTACH APPEAL COVER SHEET TO THIS TRANSCRIPT ORDER FORM. TRANSCRIPTS ORDERED STRICTLY "FOR THE FILE" WILL NOT BE PROCESSED.

*I understand that pursuant to Pa.R.J.A. No. 5000.6, transcription will not commence until the required deposit is received. I understand and agree that the unauthorized copying, duplication or sharing of the transcript without the express written approval of the court reporter shall subject me to all appropriate legal proceedings, including but not limited to civil action for damages pursuant to Pa.R.J.A. No. 5000.7 and notification to the Pennsylvania Disciplinary Board.*

Signature of Attorney or Ordering Party: \_\_\_\_\_ Date: \_\_\_\_\_

THIS IS YOUR ESTIMATE FOR THE REQUESTED TRANSCRIPT: Estimated number of pages: \_\_\_\_\_ @ \_\_\_\_\_ per page  
 Deposit Required?     Yes     No    Date: \_\_\_\_\_ Total Deposit Required: \_\_\_\_\_

**TO ORDER A TRANSCRIPT:** Email this form to [transcripts@courts.phila.gov](mailto:transcripts@courts.phila.gov). When ordering daily, expedited or immediate delivery, in addition to the form, you must call the court reporter directly. If ordering Transcript for Post-Trial Motions or for an Appeal, you must send a copy to the Trial Judge and file a copy with the Prothonotary, or Clerk of the Orphans' Court, or Clerk of Family Court, and Clerk of the appellate court.