

Rule 4007. Requests for Transcripts

B. For an ordinary transcript, the party requesting the full or partial transcript of a trial or other proceeding shall file the original request with the Clerk of Courts, Prothonotary, or Orphans' Court.

The requesting party shall serve copies of the formal request to:

1. The Presiding Judge
2. The court reporter(s) assigned to the proceeding
3. The Chief Court Reporter
4. Opposing counsel or party, if party is unrepresented

D. Private Litigant Requests & Payment of Costs

1. The litigant ordering the transcript shall make payment in the amount of 95% of the estimated total cost of the transcript.

Deposit checks are to be made payable to the County of Lancaster and shall be delivered to the Chief Court Reporter.

2. Upon receipt of the 95% deposit, the court reporter(s) assigned to the proceeding shall be directed by the Chief Court Reporter to prepare the transcript.

3. The court reporter(s) shall notify the ordering party and the Chief Court Reporter upon completion of the transcript and shall indicate the balance due.

4. Checks for the final balance are to be made payable to the County of Lancaster and shall be delivered to the Chief Court Reporter.

Upon payment of the balance owed, the court reporter(s) shall obtain the signature of the presiding judge on the original transcript and shall deliver the original transcript to the appropriate filing office. After the original transcript has been delivered to the appropriate filing office, copies shall be delivered to the parties pursuant to L.C.R.J.A. 4008(E).

E. Any requests by a litigant for a transcript pursuant to R.J.A 4007(E) alleging inability to pay due to economic hardship must be directed to the President Judge for determination as provided in L.C.R.J.A. 4008(B).