

**RULE 4007.        SUBMITTING AND PROCESSING TRANSCRIPT REQUESTS -  
LOCAL RULE**

**A.     Transcript Requests:**

1.     All requests for transcripts shall be set forth on the standardized form provided by the Administrative Office of Pennsylvania Courts.

2.     The request form shall be submitted to the District Court Administrator with copies to the Presiding Judge, the court reporter and opposing counsel/unrepresented party.

3.     Upon receipt of a transcript request, the court reporter shall provide the District Court Administrator and the requesting party with an estimated cost of the transcript requested and except where the Court or County is responsible for the cost, shall notify the requesting party to submit a check payable to the County of Carbon in an amount of no less than one-half of the estimated total cost. Said check shall be delivered to the District Court Administrator. Upon receipt of this deposit, the District Court Administrator will notify the court reporter to prepare the transcript.

4.     When the transcript is completed, the court reporter shall so notify the District Court Administrator and the requesting party of this fact and of the final balance due. A check payable to the County of Carbon for the final balance due shall be delivered to the District Court Administrator by the requesting party. Upon receipt of the final balance due, the District Court Administrator will notify the court reporter to file the transcript in the appropriate filing office and provide copies to the parties.

5.     All checks submitted for transcripts shall be forwarded by the District Court Administrator to the appropriate filing office where the original case file is located. Said filing office shall deposit and record the transcript costs paid and shall forward the funds to the County of Carbon.

6.     Any request by a litigant for a transcript pursuant to Pa.R.J.A. 4007 (E) alleging inability to pay due to economic hardship must be directed to the Presiding Judge for determination as provided in Rule 4008 (B) and shall be accompanied by a proposed order granting the requested relief.

7.     All production of transcripts by the court reporters shall be in compliance with Pa.R.J.A. Rules 4001 et seq.

8.     In addition to the filing requirements of Rule 4006 (F) (matters on appeal), court reporters shall file a separate monthly report with the District Court Administrator of all ordered or requested transcripts for matters not under appeal on a form to be provided by the District Court Administrator. On this form, the court reporters shall report on the status of each request or order for a transcript of court

proceedings in chronological order starting with the earliest request or order made to the most recent.