

TRANSCRIPT REQUEST FORM AVAILABLE ON JUDICIAL WEBSITE: www.columbiamontourcourts.com

REQUEST FORM ALSO AVAILABLE IN THE COURT ADMINISTRATION OFFICE AND PROTHONOTARY/CLERK

Process:

1. File original request form with Prothonotary/Clerk of Courts office. L.R. 4007(B).
2. **Filing party** to make service on the following: President Judge, Court Reporter assigned to the case, Court Administration, and opposing Counsel or party if unrepresented. L.R. 4007 (c).
3. Once the request is received by the Court Reporter, they will contact the requesting party informing them of the estimated costs for said transcript(s).
4. Before the transcript is prepared, the requesting party must pay 75% of the estimated cost of the transcript. Checks or money orders should be made payable to: The 26th Judicial District, and delivered to the Court Reporter/Court Administration. All funds collected will be receipted in the Prothonotary office as per Local Rule 4007 (e)(f).
5. Upon completion of the transcript, the Reporter shall notify the ordering party. Upon final payment, reporter shall file original transcript and delivery copy to requesting party. L.R. 4007(H).

*****Requests for Economic Hardship should be directed to the
Court Administrator's Office for further assistance.**