



## Request for Transcript or Copy York County Court of Common Pleas

Pursuant to York R.J.A. 4007, this form must be completed by anyone requesting a transcript for any court proceeding. Additional requirements may be found in the York County Rules of Judicial Administration at [www.yorkcountypa.gov](http://www.yorkcountypa.gov). Transcript costs are printed on the reverse side of this form. You must remit a nonrefundable deposit for 100% of the estimated transcript costs before the transcript will be prepared or provided to you. If the cost of the transcript for an appeal presents an economic hardship, there are reduced rates available to those who qualify. See York R.J.A. 4007(B). You must file this form and any required attachments in the appropriate court filing office based on the case type, and you must serve a copy on all opposing counsel or self-represented parties to the case. Do not serve copies on the judge, court reporter, or court administrator.

<b>I. Case Information</b>	
Case caption:	Docket number:
Presiding judge:	Date(s) of proceeding:
Type of proceeding: (check only one box below)	
<input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Domestic Relations <input type="checkbox"/> Family <input type="checkbox"/> Juvenile <input type="checkbox"/> Orphans' Court	
Has notice of appeal been filed in this case? <input type="checkbox"/> No <input type="checkbox"/> Yes            Children's Fast Track? <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>II. Requestor Information</b>	
Requestor's name:	If representing a government agency, specify:
Email address:	Telephone number:
I am or I represent: (check only one box below)	
<input type="checkbox"/> Defendant <input type="checkbox"/> Plaintiff <input type="checkbox"/> Not a party to this case (cannot request an ordinary transcript)	
<b>III. Transcript Items &amp; Delivery Format Requested (See York R.J.A. 4002, 4007, &amp; 4008)</b>	
Transcript request type: (check only one box below)	
<input type="checkbox"/> Ordinary (appeal has been filed, or transcript is required by rule or order to proceed) <input type="checkbox"/> Non-ordinary	
If non-ordinary, specify non-ordinary request subtype: (check only one box below, or leave blank for ordinary requests)	
<input type="checkbox"/> Basic <input type="checkbox"/> Rough-draft <input type="checkbox"/> Expedited <input type="checkbox"/> Daily <input type="checkbox"/> Same-day	
Full or partial transcript requested: (check only one box below)	
<input type="checkbox"/> Full transcript <input type="checkbox"/> Partial transcript - must specify witness name(s):	
Delivery format requested: (check only one box below)	
<input type="checkbox"/> Electronic PDF <input type="checkbox"/> Paper format (additional \$0.25 per page, & judicial approval required - explain why paper format is needed):	
If you are requesting hardship waiver of costs for an ordinary transcript, you must attach a fully executed IFP petition if IFP status has not already been granted by the Court for <u>this</u> case. You cannot request waiver of costs for a non-ordinary transcript. (check only one box below)	
<input type="checkbox"/> No waiver requested <input type="checkbox"/> Partial waiver requested <input type="checkbox"/> Full waiver requested	
<b>IV. Requestor Certification</b>	
<p><b>I certify that the information provided on this form is accurate, I agree to pay any costs required pursuant to York R.J.A. 4008, and I will promptly serve copies of this form on all opposing counsel or self-represented parties.</b></p>	<p><i>{Filing office - affix your time stamp here if you accept this form as having been properly submitted by the requestor.}</i></p>
Requestor's signature _____	Date signed _____
v. 12.28.16	