

ORDER OF THE COURT

AND NOW, on this 12 day of August, 2026, in compliance with Rule 103(c) of the Pennsylvania Rules of Judicial Administration, it is *Hereby Ordered* that the Court amends the following Local Rule of Judicial Administration 4007 addressing requests for transcripts, effective November 1, 2026.

The Court Administrator shall:

- 1) File one copy of the Rule with the Administrative Office of Pennsylvania Courts;
- 2) Submit two copies of this Order in Microsoft Word format and one copy of this Order in PDF format to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*;
- 3) Mail one paper copy of this Rule to the Legislative Reference Bureau;
- 4) Publish this Rule on the Potter County website at pottercountypa.gov;
- 5) Incorporate this Rule in the complete set of Local Rules on the Potter County website at pottercountypa.gov within thirty (30) days of publication of the Local Rule in the *Pennsylvania Bulletin*; and
- 6) File this Order with the Potter County Prothonotary's Office for public inspection and copying.

RULE R.J.A.4007

REQUEST FOR TRANSCRIPTS

(A) All requests for transcripts shall be set forth on a standardized form provided by the Senior Court Reporter.

(B) For an ordinary transcript, the party requesting a full or partial transcript of a trial or other proceeding shall file the original request with the Potter County Prothonotary's Office for civil matters and the Potter County Clerk of Courts' Office from orphans' court or criminal court matters. The requesting party shall also serve copies of the formal request to:

- (1) the judge presiding over the matter;
- (2) the court reporter, court recorder, or transcriptionist;
- (3) the Senior Court Reporter;
- (4) the district court administrator or his or her designee (if not filed with the district court administrator); and
- (5) opposing counsel, but if not represented, the opposing party.

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NOTES CLERK OF COURTS
POTTER COUNTY

The provisions of subsection (B) do not apply to requests by the Judicial Conduct Board.

(C) Requests for expedited or rough draft transcripts shall be filed in writing to the Senior Court Reporter at least 10 days prior to the proceeding. Copies of the written request shall be delivered as required by subsection (B). In the event of an emergency, a party may request a daily, expedited or rough draft transcript by oral motion.

(D) When a litigant requests a transcript,

(1) the litigant ordering a transcript shall make a non-refundable partial payment in the amount of 50% of the total anticipated cost of the transcript, as established by the court reporter, court recorder or transcriptionist. The payment shall be by cash, money order, certified check, or law firm check made payable to the appropriate filing office - the Potter County Prothonotary's Office, Clerk of Courts' Office, or Clerk of Orphans' Court Office - and shall be delivered to the Potter County Prothonotary/Clerk of Courts' Office.

(2) the court reporter, court recorder or transcriptionist shall prepare the transcript upon direction of the Senior Court Reporter.

(3) the court reporter, court recorder or transcriptionist shall notify the ordering party and the Senior Court Reporter of the completion of the transcript and deliver a copy of the transcript to the judge presiding over the matter. Checks for the final balance are to be made payable to the appropriate filing office - the Potter County Prothonotary's Office, Clerk of Courts' Office, or Clerk of Orphans' Court Office - and shall be delivered to the Potter County Prothonotary/Clerk of Courts' Office.

(4) upon payment of any balance owed, the court reporter, court recorder or transcriptionist shall deliver the original transcript to the Potter County Prothonotary's Office or Clerk of Courts' Office and copies to the parties. Checks for the final balance are to be made payable to the appropriate filing office - the Potter County Prothonotary's Office, Clerk of Courts' Office, or Clerk of Orphans' Court Office - and shall be delivered to the Potter County Prothonotary/Clerk of Courts' Office.

(E) If a party requests a transcript but cannot pay for the transcript because of alleged inability to pay, the court shall approve the request if:

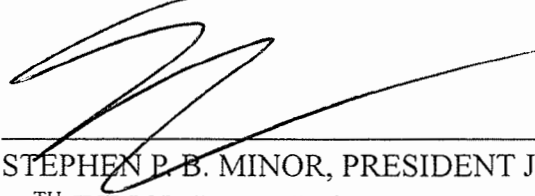
(1) the request is for an ordinary transcript and the matter is under appeal, or a transcript is necessary to advance the litigation; and

(2) the party has obtained a waiver pursuant to Pa.R.J.A. 1990.

(F) When a transcript is requested for which the court or county is responsible for the cost, the court reporter, court recorder, or transcriptionist shall prepare the transcript without the

necessity of a deposit.

BY THE COURT:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

STEPHEN P. B. MINOR, PRESIDENT JUDGE
55TH JUDICIAL DISTRICT

ORDER OF THE COURT

AND NOW, on this 12 day of August, 2026, in compliance with Rule 103(c) of the Pennsylvania Rules of Judicial Administration, it is *Hereby Ordered* that the Court amends the following Local Rule of Judicial Administration 4008 addressing transcript costs, effective November 1, 2026.

The Court Administrator shall:

- 1) File one copy of the Rule with the Administrative Office of Pennsylvania Courts;
- 2) Submit two copies of this Order in Microsoft Word format and one copy of this Order in PDF format to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*;
- 3) Mail one paper copy of this Rule to the Legislative Reference Bureau;
- 4) Publish this Rule on the Potter County website at pottercountypa.gov;
- 5) Incorporate this Rule in the complete set of Local Rules on the Potter County website at pottercountypa.gov within thirty (30) days of publication of the Local Rule in the *Pennsylvania Bulletin*; and
- 6) File this Order with the Potter County Prothonotary's Office for public inspection and copying.

RULE R.J.A.4008

TRANSCRIPT COSTS

(A) *Costs*

(1) The costs payable by a requesting party, other than the Commonwealth or a subdivision thereof, for a transcript in an electronic format shall be:

- (a) for an ordinary transcript, \$2.25 per page;
- (b) for an expedited transcript*, \$3.00 per page;
- (c) for a daily transcript*, \$4.00 per page; and
- (d) for same day delivery*, \$6.00 per page.¹

(2) When the requesting party is the Commonwealth or a subdivision thereof, the cost for a transcript in an electronic format shall be \$1.25 per page.

(3) When the transcript is prepared in bound paper format, the costs shall be in accordance with paragraphs (1) and (2) relating to electronic format plus a surcharge of \$0.25 per page.

*The availability of expedited, daily, and same day delivery transcripts shall be at the discretion of the Court and the court reporter based upon the court reporter's schedule and obligations.

(B) *Waiver of Costs*

(1) Transcript costs for ordinary transcripts in matters that are not subject to an appeal, where the transcript is not necessary to advance the litigation, or for expedited, daily, or same-day transcripts may be waived at the court's discretion for parties who qualify for a waiver of fees and costs pursuant to Pennsylvania Rule of Judicial Administration 1990 under subdivision (B) and upon good cause shown.

(2) Transcript costs shall be waived if a transcript request is approved pursuant to Pa.R.J.A. 4007(E).

(C) *Assignment and allocation of transcript costs*

(1) *Assignment of costs.* The requesting party or the party required by general rule to file a transcript shall be responsible for the cost of the original transcript. Costs shall not be assessed against any party for transcripts prepared at the initiation of the court.

(2) *Allocation of costs.* When more than one party is to receive the transcript or is required by general rule to file the transcript, the cost of the original transcript shall be divided equitably among the parties, taking into account any free transcripts.

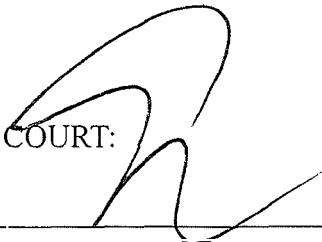
(D) *Request for Transcript Copies*

A request for copies of a transcript previously ordered, transcribed, and filed of record shall be made to the appropriate filing office and the cost shall be at that Office's standard rate, not to exceed \$0.75 per page.

(E) *Additional Costs*

A trial judge may impose a reasonable surcharge in cases such as mass tort, medical malpractice or other unusually complex litigation, where there is a need for court reporters to significantly expand their dictionary. Such surcharges are at the discretion of the trial judge.

BY THE COURT:



STEPHEN P. B. MINOR, PRESIDENT JUDGE
55TH JUDICIAL DISTRICT