

Crawford County Court Reporter Rules

Rule LJA4007(C). Daily, Expedited, and Same Day Transcripts.

1. Daily and same day transcripts are unavailable in the Crawford County Court of Common Pleas except upon court order, i.e., by the judge who presided over the proceeding or if none, or unavailable, the President Judge.
2. Except as hereinafter provided, a request for an expedited transcript must be submitted, in the manner provided in Rule LJA4007(D)(1), at least ten business days prior to the proceeding. An expedited transcript means a transcript delivered within 72 hours of the proceeding, not including weekends or official court holidays.
3. A request for an expedited transcript made less than ten business days prior to the proceeding shall require court approval, but with the option of proceeding without court approval under Rule LJA4000(C)(4).
4.
 - a) A request for the delivery of an original transcript in fewer than 30 days (or 14 days for those cases under appeal) from the date of the request or the proceeding (whichever later occurs) may be made by indicating on an attachment to the standardized form provided by the Office of Pennsylvania Court Administration for requesting transcripts or copies, or in the space beneath the requestor's signature on the standardized form, the number of days within which delivery is requested, not including weekends or official court holidays.
 - b) Delivery of a transcript within the number of days requested is not guaranteed, and in no case shall the delivery period begin until the receipt by the District Court Administrator of any required deposit, or the disposition of an application for a waiver or reduction of costs.
 - c) There shall be a \$0.50 per page surcharge above the rates indicated in Rule LJA4009(1) when a transcript is delivered within the number of days requested, EXCEPT that there shall be a \$1.00 per page surcharge for a transcript delivered, as requested (without court approval), within 3 days, not including weekends or official court holidays.

Rule LJA4007(D). Requests for Transcripts.

1. All requests for transcripts shall be on the standardized form provided by the Office of Pennsylvania Court Administration and shall be submitted to the District Court Administrator's office.

A nonrefundable deposit check equal to 75% of the estimated cost for preparation of the transcript made payable to "Crawford County" shall be submitted to the District Court Administrator's office once the litigant is advised by the District Court Administrator's office of the estimated cost of the transcript.
2. Once that deposit is received the District Court Administrator shall advise the Court Reporter(s) assigned to the case that preparation of the transcript may begin.
3. The Court Reporter(s) upon completion of the transcript shall promptly notify the District Court Administrator and shall deliver a copy of the transcript to the judge presiding over the matter.
4. The District Court Administrator will then notify the litigant that the final balance is due and once that is made payable to "Crawford County" and delivered to the District Court Administrator, the District Court Administrator shall advise the Court Reporter(s) that the original transcript and copies to the parties can be delivered consistent with Pa.R.J.A. 4007(D)(4)(E).

Rule LJA4009. Fees Payable for Court Reporter Services.

1. The transcript cost in an electronic format shall be: (a) for a transcript for which an accelerated delivery is not requested, \$2.50 per page; (b) for an expedited transcript, \$3.50 per page; and (c) for a daily transcript, \$4.50 per page; and (d) for same day delivery, \$6.50 per page.
2. The transcript cost for a transcript in electronic format ordered by the Commonwealth or a subdivision thereof shall be (a) for a transcript for which an accelerated delivery is not requested, \$2.00 per page; (b) for an expedited transcript, \$2.50 per page; (c) for a daily transcript, \$3.00 per page; and (d) for same day delivery, \$4.00 per page.
3. There shall be a \$.25 per page surcharge above the rates indicated in Rule LJA4009(1) and Rule LJA4009(2) when a transcript is prepared in a bound paper format.
4. Requests by a litigant for a waiver or one-half reduction of transcript costs consistent with Pa.R.J.A. No.4008(B)(1),(2) or (3) shall be submitted in a form substantially in compliance with Form 4009.
5. A litigant who is granted a one-half reduction in transcript costs shall make payment of that amount due consistent with the procedures set forth in Rule LJA4007(D). (6) A litigant who has been permitted to proceed *in forma pauperis* shall be deemed to have proven economic hardship for the purpose of requesting transcripts pursuant to Pa.R.J.A. No. 4008(B)(1) or (3).

IN THE COURT OF COMMON PLEAS OF CRAWFORD COUNTY,
PENNSYLVANIA

_____ DIVISION

_____	:	
	:	
v.	:	Case No. _____
	:	
_____	:	

REQUEST FOR WAIVER OR PARTIAL WAIVER OF TRANSCRIPT COSTS
PURSUANT TO Pa.R.J.A. No.4008(B)

I hereby request:

(1) ___ a waiver or partial waiver of transcript costs consistent with Pa.R.J.A. No.4008(B)(1), (2) for ordinary transcripts in a matter under appeal or where the transcript is necessary to advance the litigation.

(2) ___ a waiver pursuant to Pa.R.J.A.No.4008(B)(3) for ordinary transcript in a matter that is not subject to appeal nor is the transcript necessary to advance the litigation.

(3) ___ a waiver pursuant to Pa.R.J.A.No.4008(B)(3) for an expedited, daily, rough draft or same day transcript.

(place a checkmark next to one of the above)

If a request is being made under (2) or (3) above, please state why you believe there is good cause for the waiver of the transcript costs for an ordinary transcript in a matter that is not subject to an appeal and the transcript is not necessary to advance the litigation or why there is good cause for the Court to waive transcript costs for an expedited, daily, rough draft or same day transcript. _____

To support my request for a waiver or partial waiver of transcript costs, I have attached the required affidavit.

I verify that the statements made in this request are true and correct to the best of my knowledge, information and belief. I understand that false statements made herein are subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsifications to authorities.

Date: _____

Signature

IN THE COURT OF COMMON PLEAS OF CRAWFORD COUNTY,
PENNSYLVANIA

_____ DIVISION

v.

:
:
:
:
:

Case No. _____

AFFIDAVIT IN SUPPORT OF PETITION TO PROCEED IN FORMA PAUPERIS
PURSUANT TO Pa. R.C.P. 240

1. I am the (Plaintiff)(Defendant) in the above matter and because of my financial condition I am unable to pay the transcript costs.

2. I am unable to obtain funds from anyone, including my family and associates, to pay transcript costs.

3. I represent that the information below relating to my ability to pay the fees and costs is true and correct.

(a) Name: _____

Address: _____

(b) Employment.

If you are presently **employed**, state:

Employer: _____

Address: _____

Salary or wages per month: _____

Type of work: _____

If you are presently **unemployed**, state:

Date of last employment: _____

Salary or wages per month: _____

Type of work: _____

(c) Other income within the past twelve months:

Business or profession: _____

Other self-employment: _____

Interest: _____

Dividends: _____

Pension and Annuities: _____

Social Security benefits: _____

Support Payments: _____

Disability payments: _____

Unemployment compensation and supplemental benefits: _____

Workman's Compensation: _____

Public Assistance: _____

Other: _____

(d) Other contributions to household support:

☐ Wife ☐ Husband Name: _____

If your ☐ Wife ☐ Husband is employed, state:

Employer: _____

Salary or wages per month: _____

Type of work: _____

Contributions from children: _____

Contributions from parents: _____

Other contributions: _____

(e) Property owned:

Cash: _____

Checking account: _____

Savings account: _____

Certificates of Deposit: _____

Real Estate (including home): _____

Motor Vehicle: Make _____ Year _____

Cost: \$ _____ Amount Owed: \$ _____

Stock/Bonds: _____

Other: _____

(f) Debts and obligations:

Mortgage: _____

Rent: _____

Loans: _____

Other: _____

(g) Persons dependent upon you for support:

☐ Wife ☐ Husband Name: _____

Children, if any:

Name: _____ Age: _____

Name : _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Other persons: _____

Name: _____

Relationship: _____

4. I understand that I have continuing obligation to inform the Court of improvement in my financial circumstances which would permit me to pay the costs incurred herein.

5. I verify that the statements made in this affidavit are true and correct to the best of my knowledge, information and belief. I understand that false statements made herein are subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsifications to authorities.

Date: _____

Plaintiff/Defendant

IN THE COURT OF COMMON PLEAS OF CRAWFORD COUNTY,
PENNSYLVANIA

_____ DIVISION

_____	:	
	:	
v.	:	Case No. _____
	:	
_____	:	

ORDER

AND NOW, this _____ day of _____, 20____, based on the aforesaid request and review by the Court, it is ORDERED and DIRECTED that

_____ The request is Denied

The request is granted and transcript costs for ordinary transcripts in matters under appeal or where the transcript is necessary to advance the litigation are:

_____ Waived _____ Reduced by one-half

The request for transcript costs for an ordinary transcript in this matter not subject to appeal and where the transcript is not necessary to advance the litigation is:

_____ Granted
_____ Reduced to one-half
_____ Denied

The Request for the Waiver of transcript costs for an expedited, daily, rough draft or same day transcript is:

_____ Granted
_____ Reduced to one-half
_____ Denied

BY THE COURT

J.