

## **Local Rules of Judicial Administration**

### **Rule 4001. Interpretation of Rules**

These Local Rules of Judicial Administration governing court reporting and transcripts shall be read and construed with the Pennsylvania Rules of Judicial Administration 4001-4016, pertaining to the same subject matter.

### **Rule 4004. Qualifications of Court Reporters and Court Recorders.**

- (A) The District Court Administrator shall be responsible for making the determination of whether a court reporter or court recorder first employed or utilized by the Court after January 1, 2017 meets the minimum criteria to serve in such capacity as set forth in the Pennsylvania Rules of Judicial Administration and shall report such information to the President Judge.
- (B) The District Court Administrator shall be responsible for presenting pertinent information to the President Judge sufficient so as to permit the judge to determine if the requalification requirements as set forth in Pa.R.J.A. 4004 have been satisfied.

### **Rule 4007. Requests for Transcripts.**

- (A) In accordance with Pa.R.J.A. 4007, the party requesting a full or partial transcript of a trial or other proceeding or requesting a copy of an already filed transcript, shall file the original request with the District Court Administrator's Office at the Indiana County Courthouse, on the standardized form provided. The party requesting a transcript shall also serve a copy of the request upon the court reporter, the presiding judge, and opposing counsel, or in the event the opposing party is not represented, the opposing party.
- (B) Upon receipt of the completed written request form, the District Court Administrator's Office shall obtain an estimate of the transcript cost and shall communicate the cost of the transcript to the requesting party. The requesting party shall make partial payment of seventy-five percent (75%) of the estimated cost, which shall be nonrefundable. Payments shall be made at the District Court Administrator's Office. Only checks or money orders made payable to "The County of Indiana" will be accepted. No down payment shall be required from the Commonwealth or a subdivision of the Commonwealth.
- (C) The District Court Administrator's Office shall receive payment for the balance owed by check or money order made payable to "The County of Indiana." No transcript shall be delivered to private parties until 100 % of the payment cost is received.

(D) In the event that a requestor seeks reduction or waiver of transcript fees, he or she shall complete the Request for Waiver or Reduction of Transcript Costs Petition and Affidavit and shall file the petition, affidavit, and proposed order in the District Court Administrator's Office at the time the request for transcript is filed.

**Rule 4008. Transcript Costs Payable by a Requesting Party Other Than the Commonwealth or a Subdivision Thereof.**

(A) Costs payable by a requesting party other than the Commonwealth or a subdivision thereof for a transcript in bound paper format are as follows:

- (a) Ordinary                      \$2.75 per page
- (b) Expedited                    \$3.75 per page
- (c) Daily                         \$4.75 per page
- (d) Same day delivery        \$6.75 per page

(B) Economic Hardship. Reduction based on economic hardship shall be in accordance with Pa.R.J.A 4008(B).

(C) Allocation of costs shall be as set forth in Pa.R.J.A. 4008(C).

(D) A request for a copy of a transcript previously ordered, transcribed and filed of record shall be provided at the rate of \$0.75 per page bound, paper format. Such requests shall be filed at the District Court Administrator's Office on the standardized form provided.

(E) Pursuant to Pa.R.J.A. 4008(E), the presiding judge may impose a reasonable surcharge in cases such as mass tort, medical malpractice, or other unusually complex litigation.