



**First Judicial District of Pennsylvania  
Court Reporter, Interpreter, and Digital Recording Administration**

2nd Floor, Land Title Building  
100 South Broad Street  
Philadelphia, PA 19110  
(215) 683-8000 Fax: (215) 683-8005

**DIGITAL RECORDING TRANSCRIPT ORDER FORM**

ORDER DATE: \_\_\_\_\_

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Location: Courtroom #: \_\_\_\_\_  CJC  34 S. 11<sup>th</sup> Street  1801 Vine Street

Judge: \_\_\_\_\_

Requesting Counsel/Party: \_\_\_\_\_

District Attorney  Court Appointed  Public Defender  Private Counsel  Private Party

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Fax: \_\_\_\_\_

Deliver:  Standard (2 to 4 weeks)  Expedited (1 to 2 weeks)  Daily (within 1 week)  
NOTE: Expedited and Daily requests apply only to Civil Transcript Orders.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO ORDER A TRANSCRIPT: Fill out this form and fax to 215-683-8005, or mail to above address.**

**PRIVATE COUNSEL/PRIVATE PARTY:** When your order form is received, you will be contacted regarding the transcript cost. Payment in full must be made before pickup or delivery of completed transcript. Private Counsel may pay by check; however, ALL PRIVATE PARTIES (non-attorneys) must pay by cash, bank check or money order. You will be notified when your transcript is ready for pickup, and whether any additional cost is required.

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**THIS IS YOUR ESTIMATE FOR THE REQUESTED TRANSCRIPT:**

Estimated No. of Pages: \_\_\_\_\_ @ \$ \_\_\_\_\_ per page: \_\_\_\_\_

Deposit Required:  Yes  No Date: \_\_\_\_\_ Total Required Deposit: \$ \_\_\_\_\_

REQUESTED TRANSCRIPT DELIVERY DATE: \_\_\_\_\_

**(DO NOT INDICATE NEXT HEARING DATE)**