

NOTICE TO THE BAR

In *Commonwealth v. Williams*, 715 A.2d. 1101 (1998), the Supreme Court restated the requirement that appellant's counsel order the relevant portions of notes of testimony for submission to the appellate court. Failure to do so, may result in the dismissal of the appeal.

Counsel are reminded to comply with Pa. R.A.P. No. 1911, which requires appellant to order all transcripts necessary to decide the appeal. The Order for transcript must be in the form provided in that rule (*see the Order which follows this Notice*), and ***must be served*** on **the named court reporter** at the Land Title Building, 2nd Floor, 100 South Broad Street, Philadelphia, PA 19110; **the trial judge**; and **Janet Fasy Dowds**, Deputy Court Administrator, Court Reporters, Land Title Building, 2nd Floor, 100 South Broad Street, Philadelphia, PA 19110. An Affidavit of Service must be attached to the Order (*see the Affidavit which follows this Notice*).

The court reporter will **not** transcribe any notes of testimony of any hearing unless ordered as required by Pa. R.A.P. No. 1911 and Pa. R.J.A. No. 5000.1, et seq. The record will be forwarded to the appellate court without the notes of testimony as required by Pa. R.A.P. No. 1931, unless appellant complies with Pa.R.A.P. No. 1911.

Date: December 11, 2000

ALEX BONAVIDACOLA,
President Judge,
Court of Common Pleas

Date: December 11, 2000

JANET FASY DOWDS
Deputy Court Administrator
Court Reporters/Interpreters

IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY

[COMMONWEALTH OF PENNSYLVANIA] or [NAMED PLAINTIFF] : [CIVIL TRIAL DIVISION]
: [CRIMINAL TRIAL DIVISION]
: [FAMILY DIVISION]
:
v. : TERM,
:
[NAMED DEFENDANT] : NO:

ORDER FOR TRANSCRIPT

A Notice of Appeal, or Petition for Review having been filed, Appellant, _____, Orders and agrees to pay for the following notes of testimony:

Date(s) of Hearing(s) _____

Judge _____

Name of Court Reporter _____

Transcript Requested _____

Date(s) of Hearing(s) _____

Judge _____

Name of Court Reporter _____

Transcript Requested _____

which shall be certified in conformity with Rule 1922 of the Pennsylvania Rules of Appellate procedure.

[DATE]

[ATTORNEY'S NAME]

IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY

[COMMONWEALTH OF PENNSYLVANIA] or [NAMED PLAINTIFF]	:	[CIVIL TRIAL DIVISION]
	:	[CRIMINAL TRIAL DIVISION]
	:	[FAMILY DIVISION]
	:	
v.	:	TERM,
	:	
[NAMED DEFENDANT]	:	NO:

AFFIDAVIT OF SERVICE

I, _____, Esquire, hereby certify that I am this day serving a true and correct copy of the Notice of Appeal together with the Order of Transcript, in the manner set forth below, to the following:

- | | <i>Type of service</i> |
|---|--|
| <input type="checkbox"/> _____, Official Court Reporter
Land Title Building, 100 South Broad Street
Second Floor, Philadelphia, PA 19110 | <input type="checkbox"/> Personal Service
<input type="checkbox"/> First Class Mail |
| <input type="checkbox"/> Judge _____
Address: _____
_____ | <input type="checkbox"/> Personal Service
<input type="checkbox"/> First Class Mail |
| <input type="checkbox"/> Janet Fasy Dowds
Deputy Court Administrator,
Court Reporters/Interpreters
Land Title Building, 100 South Broad Street
Second Floor, Philadelphia, PA 19110 | <input type="checkbox"/> Personal Service
<input type="checkbox"/> First Class Mail |
| <input type="checkbox"/> Appellee/Attorney for Appellee
Name: _____
Address: _____
_____ | <input type="checkbox"/> Personal Service
<input type="checkbox"/> First Class Mail |

Date: _____

NAME
[Attorney for Appellant]