

NOTICE TO THE BAR

In order to better service the public in the timely transcription of notes of testimony ordered by the parties, the following protocol is adopted, effective September 4, 2001 to process transcription requests from any First Judicial District Official Court Reporter (Court of Common Pleas and Municipal Court):

A. REQUESTS FOR NOTES NECESSARY FOR APPEALS TO APPELLATE COURTS

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 shall comply with Pa. R.A.P. No. 1911, which requires the Appellant to request all transcripts necessary to decide the appeal. The request for transcript shall be in the form provided in that rule (*see the Transcript Request Form which follows this Notice*), and shall 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 on Janet Fasy Dowds, Deputy Court Administrator of Court Reporters and Interpreter Services, Land Title Building, 100 South Broad Street, 2nd Floor, Philadelphia, PA 19110. An Affidavit of Service shall be attached to the Order (*see the Affidavit which follows this Notice*).

B. ALL OTHER REQUESTS

All other requests for transcription of notes of testimony shall be processed as follows:

(1) All requests shall be in writing, and sent to the attention of the Deputy Court Administrator of Court Reporter and Interpreter Administration, 100 South Broad Street, 2nd Floor, Philadelphia, PA 19110. The Order for Transcript required by Pa.R.A.P. No. 1911 or the attached Transcript Request Form shall be used by the requesting party;

(2) Upon receipt of the written Request, the Deputy Court Administrator of Court Reporter and Interpreter Administration, shall immediately direct the appropriate Official Court Reporter to prepare an estimate for transcription, and to send to the party ordering the notes, a written invoice requesting a deposit of up to one-half of the estimated charge as a condition precedent to starting transcription. See Pa.R.J.A. No. 5000.6 and 5000.7. A copy of such estimate shall be provided to the Deputy Court Administrator of Court Reporter and Interpreter Administration;

(3) The requesting party shall send the required deposit directly to the Official Court Reporter who shall then start transcription of the notes, which shall be completed consistent with the applicable Pennsylvania Rules of Court. The Official Court Reporter shall notify the Deputy Court Administrator of Court Reporter and Interpreter Administration upon receipt of the deposit and the amount thereof;

(4) Upon completion of the transcript, the Official Court Reporter shall forward a Final Invoice to the requesting party setting forth the actual cost of the notes, the amount of the deposit, and the balance due and shall provide a copy of the Final Invoice to the Deputy Court Administrator of Court Reporter and Interpreter Administration; and

(5) Upon receipt of full payment, the Official Court Reporter shall make arrangement for delivery of the notes to the requesting party, obtain proof of delivery and shall provide a fully completed copy of the Transcript Request Form showing the total amount of payment with proof of delivery to the Deputy Court Administrator of Court Reporter and Interpreter Administration.

The Official Court Reporters shall not transcribe any notes of testimony of any hearing unless the transcript is ordered and paid for as provided above.

Date:

JOSEPH J. DIPRIMIO, ESQUIRE
Court Administrator
First Judicial District of Pennsylvania

IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
MUNICIPAL COURT OF PHILADELPHIA

[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 Transcript Request Form, 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]



**First Judicial District of Pennsylvania
COURT REPORTER AND INTERPRETER ADMINISTRATION**

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

Transcript Order Form

(Please Print Clearly or Type)

Case Name:		Court Term MC No.: Petition No.:
Date(s) of Hearing/Trial:		
Judge:	Reporter:	

Name of Requesting Party:		Phone:	
Check Appropriate Box			
District Attorney	Defender Association	Court Appointed ¹	Private Counsel/Party
Street Address:			
City, State, Zip:			
Signature:			Date:

¹ Court-Appointed Counsel must attach appointment letter to Transcript Order Form.

Transcript Invoice	
_____, <i>Official Court Reporter</i>	
Estimated Number of Pages: _____ @ \$ _____ per page.	Required Deposit: \$ _____
<i>Pursuant to Pa. R.J.A. No. 5000.6, transcription will commence upon receipt of deposit.</i>	
Court Reporter Signature:	Date:

The notes have been transcribed. The following amount is due upon delivery.	
Total Pages: _____ @ \$ _____ per page.	Less deposit: \$ _____ Amt. Due: \$ _____
Court Reporter Signature:	Date:

Original to Court Reporter. Copy to: Deputy Court Administrator, Court Reporter and Interpreter Administration;
Attn: Teresa McFarland, Fax: (215) 683-8005; email: teresa.mcfarland@courts.phila.gov