

**First Judicial District of Pennsylvania**  
**Court of Common Pleas of Philadelphia County**  
**Philadelphia Rules of Judicial Administration**



**LOCAL RULES**

**Effective September 1, 2016**

**Original**

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
Philadelphia Rules of Judicial Administration**

**TABLE OF CONTENTS**

**Rule 5000.05 Requests for Transcripts ..... 1**

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**  
**Philadelphia Rules of Judicial Administration**

**Rule 5000.5 Requests for Transcripts**

a) **Transcript Order Form.** The request for a transcript of all or part of the testimony at a trial or other proceeding must be made on a *Transcript Order Form* or *Digital Recording Transcript Order Form* which shall be substantially in the form set forth hereunder. The Transcript Order Forms must be fully completed and signed by the requesting party or counsel.

*See [www.courts.phila.gov/forms](http://www.courts.phila.gov/forms) for the current version of the Transcript Order Forms.*

b) **Delivery Location.** The applicable Transcript Order Form must be faxed (at 215-683-8005) or delivered to the First Judicial District of Pennsylvania, Court Reporter and Interpreter Administration, Land Title Building, 100 South Broad Street, 2nd Floor, Philadelphia, PA 19110.

c) **Transcript Requests for Post-Verdict Motions and Appeals.** A copy of the applicable Transcript Order Form for requests made in connection with post-verdict motions and appeals to appellate courts shall also be:

- (1) served on the trial judge; and
- (2) filed with the applicable office as follows:
  - (i) for all Criminal proceedings: The Criminal Justice Center, Motions Counter, Room 206, 1301 Filbert Street, Philadelphia, PA 19107; or
  - (ii) for all Court of Common Pleas Civil proceedings: The Prothonotary's Office, Room 278 City Hall, Philadelphia, PA 19107; or
  - (iii) for all Domestic Relations proceedings: The Clerk of Family Court, 1133 Chestnut Street, Philadelphia, PA 19107; or
  - (iv) for all Orphans' Court proceedings: The Clerk of the Orphans' Court, Room 415 City Hall, Philadelphia, PA 19107; or
  - (v) for all Juvenile Delinquency proceedings: The Clerk of Quarter Sessions, Room 336, 1801 Vine Street, Philadelphia, PA 19103; or
  - (vi) for Juvenile Dependency proceedings involving a decision made on a Petition for Goal Change/Involuntary Termination of Parental Rights: Room 269, City Hall, Philadelphia, PA 19107; or
  - (vii) for all other Juvenile Dependency proceedings: The Criminal Justice Center, Motions Counter, Room 206, 1301 Filbert Street, Philadelphia, PA 19107; or
  - (viii) for all Adoption proceedings: Room 332, 1801 Vine Street, Philadelphia, PA 19103; or
  - (ix) for all Municipal Court Civil proceedings: 5th floor, 34 S. 11th Street, Philadelphia, PA 19107; or
  - (x) for all appeals to an appellate court: The Prothonotary of the applicable appellate court.

Note: Adopted by the Board of Judges of the Court of Common Pleas on May 18, 2006, effective September 4, 2006.