

IN RE: ADOPTION OF  
LOCAL RULES RE

COURT REPORTERS

: IN THE COURT OF COMMON PLEAS OF  
: VENANGO COUNTY, PENNSYLVANIA

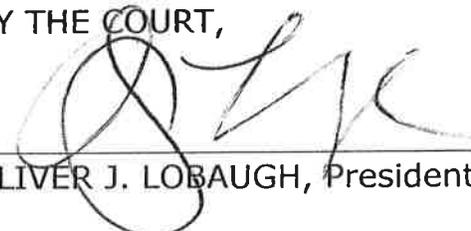
: CIV No. 1314 - 2016

**ORDER OF COURT**

AND NOW, December 28<sup>th</sup>, 2016, the following rules are hereby ADOPTED as the Local Rules of Judicial Administration 4004, 4007, 4008, governing court reporting and transcripts for the 28<sup>th</sup> Judicial District to be effective thirty (30) days after publication. The Venango County District Court Administrator is Ordered and Directed to do the following:

- (1) File one (1) copy of the local rules with the Administrative Office of Pennsylvania Courts via email to [adminrules@pacourts.us](mailto:adminrules@pacourts.us)
- (2) Forward two (2) paper copies and one (1) electronic copy in a Microsoft Word format only on a CD-ROM to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.
- (3) Publish the local rules on the Venango County website at [www.co.venango.pa.us](http://www.co.venango.pa.us)
- (4) File one copy of the local rule in the appropriate filing offices for public inspection and copying.

BY THE COURT,

  
\_\_\_\_\_  
OLIVER J. LOBAUGH, President Judge

**LOCAL RULES OF JUDICIAL ADMINISTRATION**

**Rule 4004. Qualifications of Court Reporters**

- (A) Reserved
- (B) Reserved.
- (C) Reserved.

(D)(1) Every court reporter shall provide to the Lead Reporter, on or before January 15 of each year, documentation indicating the number of continuing professional education hours that the Court Reporter successfully completed for the preceding calendar year.

(a) On or before the 31<sup>st</sup> day of January each year, the Lead Reporter shall provide a report to the District Court Administrator of the hours of continuing professional education that every Court Reporter has completed during the three (3) year re-qualifying period.

(2) The District Court Administrator shall assure that the requirements set forth for court recorders in subdivision (C) are satisfactorily met by conducting a review of work products for accuracy, timeliness and quality.

(E) Reserved.

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

(A) All original requests for transcripts shall be set forth on the standardized "*Request for Transcript*" form which may be downloaded from the Venango County website at [www.co.venango.pa.us](http://www.co.venango.pa.us) or a copy of which can be obtained at any filing office (Prothonotary, Clerk of Courts, Register of Wills/Clerk of Orphans' Court and/or Domestic Relations).

(B) The original request shall be filed in the appropriate filing office and the requesting party shall provide copies of the formal request to:

- (1) the judge presiding over the matter;
- (2) the court reporter;
- (3) the district court administrator; and
- (4) opposing counsel or party

(C) Reserved

(D) Upon receipt of a request for ordinary transcript, the Court Reporter assigned to the proceeding shall, within seven (7) calendar days of receipt of the Order to transcribe, calculate the estimated cost of the transcript using the price rates explicitly established by the Pennsylvania Rules of Judicial Administration or other rates approved pursuant thereto.

(1) A non-refundable deposit in the amount of 90% shall be made by the requestor within fourteen (14) calendar days after the Court Reporter has informed the requestor of the estimated cost. All deposits shall be made by cash, money order, certified check or law firm check made payable to the "County of Venango" and delivered to the Court Reporter. The Court Reporter will immediately forward the payment, along with the "Escrow Fund Deposit" form to the District Court Administrator who will deposit the check with the Venango County Treasurer. Orders directing transcription will be vacated if deposit amounts are not remitted within the stated timeframe.

(2) Upon receipt of the deposit, and Order to transcribe, the Court Reporter assigned to the proceeding shall prepare the transcript.

(3) The Court Reporter shall notify the requestor and the District Court Administrator upon completion of the transcript and shall advise the requestor of the balance due.

(4) Upon receipt of final invoice, payment for the balance due shall be paid by cash, money order, certified check or law firm check made payable to the County of Venango and delivered to the court reporter within seven (7) calendar days from the date the parties are notified. The Court Reporter will immediately forward the payment, along with the "Escrow Fund Final Payment" form to the District Court Administrator who will deposit payment with the Venango County Treasurer. Original transcripts will not be filed or copies distributed until the balance is paid in full.

(E) Reserved.

(F) The provisions of this Local Rule regarding deposits and final payments shall not apply to a request for a transcript where the Commonwealth or any subdivision thereof is the requestor, or where the requestor has been granted *in forma pauperis* status.

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

(A)(1)(2) Costs. The costs payable by a requesting party, other than the Commonwealth or a subdivision thereof, unless a waiver is granted, shall be as follows:

Ordinary:	\$2.75 (paper)	\$2.50 (electronically filed)
Expedited:	\$3.75 (paper)	\$3.50 (electronically filed)
Daily:	\$4.75 (paper)	\$4.50 (electronically filed)
Same Day:	\$6.75 (paper)	\$6.50 (electronically filed)

Complex Litigation / Medical Malpractice/  
Technical Testimony + .50 per page upon Order

Secure Realtime Feed \$1.00 per page

Fee schedule for COPIES: \$0.75 (paper)  
\$0.50 (electronic)

Uncertified Rough Draft: NO WAIVERS \$1.00 (electronic)  
\$1.25 (paper)

The costs payable by the **Commonwealth or a subdivision** (to include any Pennsylvania state, county, regional or municipal government entity, including any department, board, attorney, employee or agent acting on behalf of that entity) shall be:

Ordinary:	\$2.00 (paper)	\$1.75 (electronically filed)
Expedited:	\$3.00 (paper)	\$2.75 (electronically filed)
Daily:	\$4.00 (paper)	\$3.75 (electronically filed)
Same Day:	\$6.00 (paper)	\$5.75 (electronically filed)

Fee schedule for COPIES:	\$ .50 (paper)
	\$ -0-(electronic)

Uncertified Rough Draft	\$1.00 (electronic)
	\$1.25 (paper)

A court reporter shall be paid by the County at the rate of \$1.50 per page for court orders.

(B) Economic Hardship.

(1) Reserved.

(2) Reserved.

(3) Reserved.

(4) Litigants claiming economic hardship must attach a completed *In Forma Pauperis* affidavit, pursuant to PA Rule of Civil Procedure 240, to the Request for Transcript form. Proof of income must be supplied including pay stubs for the past three months, social security benefit statements for the past three months, DPW compass page, DPW Snap sheet for the past three months, Domestic Relations child support information, and/or unemployment benefit statements for the past three months.

(a) No reduction or waiver of costs shall be requested or granted for any non-ordinary transcript unless the requesting party demonstrates reasonable need.

(C) Reserved.

(D) Copies of transcripts.

Any requests for copies of transcripts filed of record shall be directed to the Court Reporter and shall be produced solely by the Court Reporter. Payment for copies of transcripts shall be paid by cash, money order, certified check or law firm check made payable to the County of Venango and delivered to the Court Reporter pursuant to the rates established in 4008(A)(1)(2).



Request for Transcript or Copy  
\_\_\_\_\_ County

*Pursuant to Pa.R.J.A. 4007(A), this form must be completed by any person requesting a transcript for any court proceeding. Additional requirements may be found in the local rules of court for each judicial district. Local rules may be found by following the appropriate link at: <http://www.pacourts.us/courts/courts-of-common-pleas/> If the cost of the transcript presents an economic hardship, there are reduced rates available to those who qualify. See Pa.R.J.A. 4007 (E). Copies of this request must be served in accordance with Pa.R.J.A. 4007(B). A deposit determined by local rule may be required.*

<b>I. Case Information</b>				
Case Caption	Docket Number			
Presiding Judge	Courtroom			
Date(s) of Proceeding	Co-Defendant docket # (If applicable)			
Court Reporter Name (If available)				
Type of proceeding: (check the appropriate box)				
<input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Family <input type="checkbox"/> Orphans' Court <input type="checkbox"/> Juvenile <input type="checkbox"/> Other: (specify) _____				
Is this transcript request associated with an appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No Children's Fast Track <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>II. Requestor Information</b>				
I am Counsel for _____ <input type="checkbox"/> Self-Represented <input type="checkbox"/> Not a party to this action				
Court Appointed? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Does this request qualify for a reduced rate pursuant to Rule 4007(E)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes, please provide proof of authorization for a reduced rate or an affidavit required by Rule 4008(B)(4) requesting waiver of all or a portion of the costs.				
Name of requestor/Attorney ID Number (if applicable)				
Agency/Firm				
Street Address	City	State	Zip	
Email	Phone	Fax		
<b>III. Transcript Items Requested</b>				
<input type="checkbox"/> Entire proceeding <input type="checkbox"/> Jury Voir Dire <input type="checkbox"/> Opening statements <input type="checkbox"/> Closing arguments <input type="checkbox"/> Jury Instructions				
<input type="checkbox"/> Testimony (specify each witness):				
<input type="checkbox"/> Pre/Post trial hearing (specify):				
<input type="checkbox"/> Other (specify):				
<b>IV. Private Party Transcript Delivery and Cost</b>				
For original transcript requests, please select from the following:				
Delivery Time:	<input type="checkbox"/> Ordinary	<input type="checkbox"/> Expedited	<input type="checkbox"/> Daily	<input type="checkbox"/> Same Day
Cost per page (electronic format)	\$2.50 page	\$3.50 per page	\$4.50 per page	\$6.50 per page
Manner of Delivery:	<input type="checkbox"/> Electronic (PDF) format		<input type="checkbox"/> Hard copy (add \$0.25 per page to page rates)	
Other (if offered, extra charges may apply): <input type="checkbox"/> Complex Litigation <input type="checkbox"/> Real Time Feed				
Special requests (if offered): <input type="checkbox"/> Minuscript/Condensed <input type="checkbox"/> ASCII <input type="checkbox"/> Include Word index <input type="checkbox"/> Other: _____				
Are you requesting a copy of an existing transcript? <input type="checkbox"/> Yes <input type="checkbox"/> No (For Photocopy rates, please see Rule 4008(D)).				

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

Docket Number: \_\_\_\_\_

Case Caption: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Date of Request: \_\_\_\_\_

<b>V. For court use only</b>		<input type="checkbox"/> <b>Hard copy requested (apply adjusted rate)</b>		
<b>Cost estimate</b>				
<input type="checkbox"/> Ordinary, county paid	\$	x	pages = \$	
<input type="checkbox"/> Ordinary, private paid	\$	x	pages = \$	
<input type="checkbox"/> Expedited	\$	x	pages = \$	
<input type="checkbox"/> Daily	\$	x	pages = \$	
<input type="checkbox"/> Same Day	\$	x	pages = \$	
<input type="checkbox"/> Other: _____	\$	x	pages = \$	
<input type="checkbox"/> Photocopy	\$	x	pages = \$	
Additional charges: <input type="checkbox"/> Complex Litigation <input type="checkbox"/> Real Time Feed			\$	
<i>Are costs waived or reduced?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			Subtotal	\$
			Less deposit	- \$
			Balance due	= \$
Transcript to be prepared by:	Date of deposit:	Date assigned:	Date due:	
Date balance received:	Check/M.O. number:	Date transcript sent to requesting part(ies):		