

**IN THE COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA  
ADMINISTRATIVE DOCKET**

In Re: Local Rule - 4009	)	
	)	No. 2017 - 0002
Court Reporting and Transcripts –	)	Civil Miscellaneous
Fees and Procedures	)	

**ORDER**


AND NOW, this 22<sup>nd</sup> day of March, 2017, it is hereby ORDERED that, effective January 1, 2017, Centre County Local Rule 4009 is hereby established to implement the local rule requirements set forth in Pa.R.J.A. No. 4009.

The Centre County District Court Administrator is DIRECTED as follows:

- (1) File one (1) copy of the Administrative Order with the Administrative Office of Pennsylvania Courts.
- (2) Distribute two (2) copies and CD-ROM of the Administrative Order to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.
- (3) Send one (1) certified copy to the Centre County Law Library and the editor the *Centre County Legal Journal*.
- (4) Publish a copy of the Administrative Order on the website of Centre County.
- (5) Thereafter, compile the Administrative Order within the complete set of local rules no later than thirty (30) days following the publication in the *Pennsylvania Bulletin*.

It is further ORDERED that a copy shall be kept continuously available for public inspection and copying in the Office of the Prothonotary of Centre County.

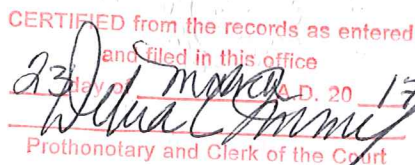
BY THE COURT:

  
Thomas King Kistler, President Judge

FILED FOR RECORD

2017 MAR 22 PM 1:06

DEBBA C. IMMEL  
PROTHONOTARY  
CENTRE COUNTY, PA

CERTIFIED from the records as entered  
and filed in this office  
23 day of March A.D. 20 17  
  
Prothonotary and Clerk of the Court

IN THE COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA  
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IN RE: Local Rule - 4009 ) Docket No: 2017 - 0002  
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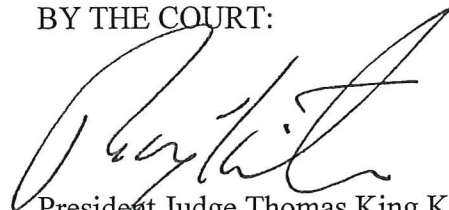
**ORDER**

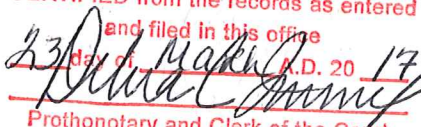
AND NOW, this 23<sup>rd</sup> day of March, 2017, Local Rule 4009: Court Reporting and Transcripts – Fees and Procedures, implemented by Order dated March 22, 2017, is hereby AMENDED as follows:

(B) Upon receipt of a transcript request, the Court Reporter shall provide a written estimate of the cost of preparing the transcript in accordance with the fee schedule set forth in paragraph (G) of this Rule. The party ordering the transcript shall make full advanced payment of the estimated cost. All checks shall be made payable to “County of Centre”, and shall be delivered to the **Court Administrator’s Office**.

All other provisions of Local Rule 4009 shall remain unchanged. The AMENDED version of Local Rule 4009 is attached to this Order. The Centre County District Court Administrator shall use the AMENDED version of Local Rule 4009 when following the directives of the March 22, 2017, Order.

BY THE COURT:

  
President Judge Thomas King Kistler

CERTIFIED from the records as entered  
and filed in this office  
23<sup>rd</sup> day of March, A.D. 2017  
  
Prothonotary and Clerk of the Court

FILED FOR RECORD

2017 MAR 23 PM 2:27

DEBRA C. JIMMEL  
PROTHONOTARY  
CENTRE COUNTY, PA

**Rule 4009. – Court Reporting and Transcripts – Fees and Procedures**

- (A) The party requesting a full or partial transcript of a trial or other proceeding shall file the written request with the Office of the District Court Administrator. A transcript request form is available in the District Court Administrator's Office or on the website: [centrecountypa.gov](http://centrecountypa.gov)
- (B) Upon receipt of a transcript request, the Court Reporter shall provide a written estimate of the cost of preparing the transcript in accordance with the fee schedule set forth in paragraph (G) of this Rule. The party ordering the transcript shall make full advanced payment of the estimated cost. All checks shall be made payable to "County of Centre", and shall be delivered to the Court Administrator's Office.
- (C) The requesting party shall serve copies of the request upon opposing counsel or the opposing party if the party is unrepresented.
- (D) Upon completion of the transcript, the District Court Administrator shall notify the requesting party of any balance owed above the estimated cost.
- (E) The completed transcript shall be released to the party ordering the transcript upon payment of any balance owed above the estimated cost.
- (F) Transcript fees will be distributed by the District Court Administrator to the Court Reporter who transcribed the notes of testimony.
- (G) The costs payable by a requesting party, other than the Commonwealth, or a subdivision thereof (see paragraph (H) below), for a transcript in electronic format shall be:
- a. Ordinary transcript - \$2.50/page
  - b. Expedited transcript - \$3.50/page
  - c. Daily transcript - \$4.50/page

d. Same day delivery transcript - \$6.50/page

When the transcript is prepared in bound paper format, the costs shall be as shown above, related to electronic format, plus a surcharge of \$0.25/page.

(H) If the Commonwealth, or a subdivision thereof, requests a transcript, there shall be no fee charged.

(I) The trial judge may impose a reasonable surcharge in unusually complex cases.

(J) The fees set forth herein are the maximum costs that may be charged to litigants or the public.