

## Transcript FAQs

### **1. How do I request a transcript?**

- a. Instructions and request forms are located at [Transcript Requests | Cumberland County, PA - Official Website](#)

### **2. Where do I go to get a copy of a transcript that has already been filed?**

A request for a copy of any transcript previously ordered, transcribed and filed of record shall be provided by the appropriate filing office according to the following schedule:

(1) \$0.50 per page bound, paper format, and,

(2) \$0.50 per page electronic copy, not to exceed \$50.00. An additional \$20.00 fee may be charged if the copy cannot be emailed directly and needs to be transferred to another medium or multiple emails are required for file transfer.

### **3. How long are notes of testimony kept?**

Record Retention and Disposition Schedule

#### **4.3.1 Raw Notes of Testimony**

- a. Raw notes of testimony are those on paper tapes and/or other media in the original state in which they existed when taken at the time of testimony. Consistent with Pa. R.J.A. 5000.13(b) once transcribed, raw stenographic notes may be destroyed 60 days after filing. Raw notes that have not been transcribed may be destroyed seven years from the date of testimony.

### **4. What gets discounted on an IFP or hardship approval?**

- a. The \$2.50 per page for the electronic transcript will be waived or discounted.
- b. Paper copy costs will not be discounted or waived.

### **5. What if I need transcripts from multiple court events?**

- a. Each court event will need to be a separate request

### **6. Do I need to file a certificate of service for Transcript Requests?**

- a. No

### **7. If the judge orders the transcript to be prepared in a court order, does the appealing party still need to fill out the form for a transcript request?**

- a. NO

### **8. If a transcript is requested in an appeal, does the appealing party still need to fill out the transcript request form?**

- a. YES (updated 8/30/17)