

Re: Directions for requesting a transcript

The party requesting a transcript shall submit a "Request for Transcript or Copy" to the district court administrator and shall serve copies of the formal request to:

- (1) the judge presiding over the matter;
- (2) the court reporter; and
- (3) opposing counsel, but if not represented, the opposing party

The party ordering a transcript will be provided with an invoice and shall make a partial payment of 50% of the estimated transcript cost. **Deposit payments are to be made payable to "County of Bedford"** and shall be delivered to the district court administrator. **Payment by private parties shall be made by money order.** Cash will **NOT** be accepted by the district court administrator's office.

The party requesting the transcript will be notified when the transcript has been completed and upon payment of the balance owed, the transcript will be electronically mailed to the party or a hard bound copy can be picked up at the district court administrator's office.

The Bedford County Prothonotary does not currently accept electronic filings. The costs payable by a requesting party is \$2.75 per page for an ordinary transcript in a bound paper format that will be filed with the Office of the Prothonotary. The requesting party will be charged an additional \$0.50 per page for an electronic copy or \$0.75 per page for a bound paper copy.

If a party is requesting a copy of a transcript which has previously been ordered, transcribed and filed of record, the cost will be \$0.75 per page for a bound paper format or \$0.50 per page for an electronic version.

Re: Economic Hardship

In the event of economic hardship, the requesting party may file a Petition to Waive All or a Portion of Transcript Costs which must be submitted simultaneously with the Request for Transcript. The requesting party will be advised of the decision as soon as possible.