Process to Request a Transcript - Original or Copy

- Please complete Sections I, II, III and IV of the attached form. (Please note that this form is required pursuant to Pa.R.J.A. 4007(A). No other format can be accepted.)

- Return the completed form to:

  Susquehanna County Court Administration
  P.O. Box 218
  Montrose, PA 18801

- Upon receipt, the requesting party shall be notified of the deposit amount. Deposit payments shall be in the form of check or money order only made payable to Susquehanna County and sent to Court Administration. *PLEASE NOTE:* No transcription will commence until the deposit amount is received.

- The requesting party shall pay the remaining balance due and owing in full upon notification of the transcript's completion. Arrangements for delivery or pick up of the transcript will be addressed at that time.

- Any requests for reduction or waiver of costs associated with transcript production will be at the Court's discretion for good cause shown by fully completing an Affidavit in Support of a Petition for Leave to Proceed in Forma Pauperis. An Affidavit shall be submitted with each Request for Transcript form for which cost reduction or waiver is being sought.

Should you have any questions regarding this process, please contact any of the following:

Cathy E. Hawley, District Court Administrator	570-278-6673
Amy M. Curley, Court Recorder/Transcriptionist	570-278-4600 ext.4035

(Please note - the following services are **NOT** offered – expedited, daily delivery, same day delivery, Complex Litigation, Real Time Feed, Minuscript/Condensed, ASCII, Word Index. *)*