

**UNITED STATES DISTRICT COURT
FOR THE
EASTERN DISTRICT OF PENNSYLVANIA**

***GUIDE TO INFORMATION RESOURCES
FOR MEDIA REPRESENTATIVES
AND THE PUBLIC***

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**UNITED STATES DISTRICT COURT
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**GUIDE TO INFORMATION RESOURCES
FOR MEDIA REPRESENTATIVES**

INTRODUCTION

The United States District Court for the Eastern District of Pennsylvania offers this guide to assist press and media representatives and the public identify local and national court information resources that may be of interest.

The Clerk of Court serves as liaison between the district court and the media and public. The Administrative Office of US Courts, Office of Public Affairs also provides assistance upon request.

WHERE TO START

The US District Court for the Eastern District of Pennsylvania (PAE) web site is the place to start all searches for local information. The site is at www.paed.uscourts.gov. Some of the most frequently accessed information includes:

- Notices to the public and bar;
- Link to the PACER page;
- Menu of Automated Services and contact personnel;
- Link to the JUST-ASK schedule of trials system;
- Civil and Criminal opinions filed since 1997;

- Standing Orders;
- Civil, Criminal, Bankruptcy and Admiralty Local Rules;
- Civil, Criminal and Administrative Forms; and
- The Clerk's Office Procedural Handbook.

A Journalist's Guide to the Federal Courts is a resource providing general federal court information for the media. It can be found at www.uscourts.gov/journalistguide/toc.html. Local Civil Rule 83.3, Broadcasting, Filming and Recording in Courtrooms and Appurtenant Areas, also provides additional guidance. See Attachment 1 for Local Civil Rule 83.3. Finally, www.uscourts.gov contains links to district, appellate, bankruptcy courts and the US Supreme Court.

WHAT'S AVAILABLE FROM THE EDPA?

PACER

The PACER system will allow journalists to review and print dockets and documents, run reports on cases filed and search the case database. Just register to receive a login and password. Small group training is offered upon request. See Attachment 2 for more PACER information.

JUDICIAL OPINIONS

PAED judicial opinions are available four different ways.

1. On the district court website at www.paed.uscourts.gov.
2. Through PACER (with a PACER account). Sign up for an account by contacting the PACER Service Center at 1-800-676-6856 or online at <http://pacer/psc.uscourts.gov>.

3. In the Office of the Clerk of Court.
Hours are Monday to Friday, 8:30 A.M. to 5:00 P.M.
4. Requests for copies of opinions are accepted in person, by mail or FAX. There is a \$.50 per page charge for opinion copies. Requests should be sent to Office of the Clerk of Court, US Courthouse, Room 2609, 601 Market Street, Philadelphia, PA 19106-1797 or FAX to (215) 597-6390 or (267) 299-7135.

For additional information, please call Suzy Roman at (267) 299-7020 or May Kim at (267) 299-7143.

COURT SCHEDULE

JUST-ASK provides up-to-date information on the status of trials scheduled in the US District Court seven days a week, twenty-four hours a day. All cases scheduled for trial, presently on trial, in the trial pool and special notices are included on the system. All information in JUST-ASK is available by judge, case number, party, attorney or entire listing. Events, such as verdicts, settlements and continuances constantly change the status of cases on the court's trial list.

JUST-ASK immediately reflects the daily status of listings as the information becomes available to the Clerk of Court.

JUST-ASK software and registration is available free of charge upon request. Updated court schedules will be available at your fingertips.

TRANSCRIPTS and AUDIO OF COURT PROCEEDINGS

Orders for transcripts and audio of court proceedings are received by the Clerk's Office during business hours. Special requests such as expedited copy or same day copy should be made as early as possible to ensure that requests can be honored. Contact Dave Hayes at (267) 299-7041, Joan Carr at (267) 299-7104 or Connie Flores at (267) 299-7191 for more information. Order forms are included as Attachments 3 and 4. Forms for transcripts are also available in the Clerk's Office Procedural Handbook and on the PAE web site. See Notice - Transcript Fee

Rates on the web site Table of Contents for current transcript fee rates.

COPY REQUESTS

Documents not maintained in the CM/ECF system will be made available upon request. Documents are \$.50 per page and docket sheets are \$.10 per page. There is an \$11.00 charge to certify a document and searches may be performed for \$30.00. All requests should be sent by FAX to (267) 299-7135 or by mail to Clerk of Court, Correspondence Section, 601 Market Street, Philadelphia, PA 19106-1797.

NOTICES

All notices issued by the court are posted on the PAE web site. Notices may concern Civil, Criminal, and or administrative matters. Address changes, inclement weather and schedule changes would also appear in the notice section.

DIRECTORY AND ADDRESSES

The Judicial Directory and Clerk's Office Directory are available on the web site.

FEE SCHEDULE

The fee schedule approved by the Judicial Conference of the United States is available on the web site. The fee schedule covers everything from filing fees to copy work fees. The web site also contains the various fees for transcripts (regular, daily, hourly, real-time) of court proceedings.

LOBBY KIOSK SYSTEM

The lobby kiosk system provides the schedule for the day, directions to courtrooms, judicial directory and information concerning federal offices in the vicinity of Independence Mall.

CLERK'S OFFICE PROCEDURAL HANDBOOK

The handbook supplies extensive information on procedure in PAE. Forms, processes and general Clerk's Office operating information is available on line from www.paed.uscourts.gov.

LOCAL RULES

The Local Civil, Criminal, Bankruptcy and Admiralty Rules are available on the web site.

EXTENSIVE WEB SITE SEARCH CAPABILITIES

The following PAE web site topics are searchable: all available documents, standing orders, opinions filed since June 1, 1997, Multidistrict Litigation (MDL), Local Rules, judges' procedures, forms, jury information, Clerk's Office Procedural Handbook, PACER, fees, notices, mediation.

CONTACT THE CLERK'S OFFICE

Please feel free to direct questions or comments to the Clerk's Office through the PAE web site or by calling:

CONTACT NAME	TITLE	PHONE NUMBER
SUSAN MATLACK	CHIEF DEPUTY	267-299-7051
RICK SABOL	OPERATIONS MANAGER	267-299-7011
MICHAEL SIENKIEWICZ	ADMINISTRATIVE SERVICES MANAGER	267-299-7030
MARK BORASKE	SYSTEMS MANAGER	267-299-7052
MICHAEL HEARN	TRANSCRIPTS, AUDIO AND COURTROOM TECHNOLOGY	267-299-7039
JOAN CARR	TRANSCRIPTS, AUDIO AND COURT REPORTING	267-299-7104
CARLOS CARDONA	CURRENT AND ARCHIVED COURT RECORDS	267-299-7084

Rule 83.3 Broadcasting, Filming and Recording in Courtrooms and Appurtenant Areas

(a) No Judicial proceedings may be broadcast by radio or television, or filmed by still or motion-picture camera, except that investitive, naturalization or other ceremonial proceedings may be broadcast, or filmed, subject to the supervision of the Clerk, and pursuant to regulations formulated by the Clerk, with the approval of the Chief Judge, which regulations are calculated to insure that the solemnity of such proceedings is not jeopardized.

(b) No cameras, broadcasting mechanisms, or related apparatus may be brought into, or retained or operated within, any district court courtroom or any hall on the same floor as such courtroom, except when no non-ceremonial judicial proceedings are in session on such floor of the courthouse. The bringing of cameras, broadcasting mechanisms, or related apparatus into any vacant courtroom or its appurtenant hallways, and the retention or operation of such apparatus therein, are subject to the supervision of the Clerk, pursuant to regulations formulated by the Clerk with approval of the Chief Judge.

(c) No person not employed in such office may bring any cameras, broadcasting mechanisms, or related apparatus into the Clerk's office, the Marshal's office, the Probation office, the Office of Pre-Trial Services, or any other office which is an administrative component of the district court, except as permitted and supervised by the chief of that office or an authorized designee thereof.

(d) No cameras, broadcasting mechanisms, or related apparatus may be operated within 50 feet of the elevator bay on the ground floor of the Courthouse.

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF PENNSYLVANIA

OFFICE OF THE CLERK OF COURT

Internet Web Site - <<http://www.paed.uscourts.gov>>

Public Access to Court Electronic Records (PACER)



The PACER system allows any member of the bar or the public who has access to a computer to obtain civil and criminal docket records and documents.

The user can obtain the complete electronic history of all civil cases filed since July 1, 1990, and all pending civil cases as of July 1, 1990, except asbestos and prisoner cases, filed prior to July 1, 1990, and all criminal cases filed since July 1, 1992. Also available on the PACER system are civil documents filed in electronic form since May 1, 2002 and criminal documents filed in electronic form since May 27, 2003. To register for the PACER system call **(800) 676-6856** or the form may be completed on-line at <http://pacer.psc.uscourts.gov>. The PACER system is available at <https://ecf.paed.uscourts.gov>. The fee for accessing PACER on the Internet is \$.10 per page with the charge capped at the cost for 30 pages for accessing any single document. Internet PACER provides access to an unlimited number of users.

OAO 435 (Rev. 12/03)		Administrative Office of the United States Courts TRANSCRIPT ORDER			FOR COURT USE ONLY DUE DATE:	
Read Instructions on Back:						
1. NAME		2. PHONE NUMBER		3. DATE		
4. MAILING ADDRESS		5. CITY		6. STATE		7. ZIP CODE
8. CASE NUMBER		9. JUDGE		DATES OF PROCEEDINGS		
				10. FROM		11. TO
12. CASE NAME		LOCATION OF PROCEEDINGS				
		13. CITY		14. STATE		
15. ORDER FOR <input type="checkbox"/> APPEAL <input type="checkbox"/> CRIMINAL <input type="checkbox"/> CRIMINAL JUSTICE ACT <input type="checkbox"/> BANKRUPTCY <input type="checkbox"/> NON-APPEAL <input type="checkbox"/> CIVIL <input type="checkbox"/> IN FORMA PAUPERIS <input type="checkbox"/> OTHER (Specify)						
16. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested)						
PORTIONS		DATE(S)		PORTION(S)		DATE(S)
<input type="checkbox"/> VOIR DIRE				<input type="checkbox"/> TESTIMONY (Specify Witness)		
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)						
<input type="checkbox"/> OPENING STATEMENT (Defendant)						
<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)				<input type="checkbox"/> PRE-TRIAL PROCEEDING (Specy)		
<input type="checkbox"/> CLOSING ARGUMENT (Defendant)						
<input type="checkbox"/> OPINION OF COURT						
<input type="checkbox"/> JURY INSTRUCTIONS				<input type="checkbox"/> OTHER (Specify)		
<input type="checkbox"/> SENTENCING						
<input type="checkbox"/> BAIL HEARING						
17. ORDER						
CATEGORY	ORIGINAL (Includes Free Copy for the Court)	FIRST COPY	ADDITIONAL COPIES	NO. OF PAGES ESTIMATE	COSTS	
ORDINARY	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES			
EXPEDITED	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES			
DAILY	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES			
HOURLY	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES			
CERTIFICATION (18. & 19.) By signing below, I certify that I will pay all charges (deposit plus additional).				ESTIMATE TOTAL		
18. SIGNATURE				PROCESSED BY		
19. DATE				PHONE NUMBER		
TRANSCRIPT TO BE PREPARED BY				COURT ADDRESS		
ORDER RECEIVED		DATE	BY			
DEPOSIT PAID				DEPOSIT PAID		
TRANSCRIPT ORDERED				TOTAL CHARGES		
TRANSCRIPT RECEIVED				LESS DEPOSIT		
ORDERING PARTY NOTIFIED TO PICK UP TRANSCRIPT				TOTAL REFUNDED		
PARTY RECEIVED TRANSCRIPT				TOTAL DUE		

(Previous editions of this form may still be used)

AO 435
(Rev. 1/90)

INSTRUCTIONS
GENERAL

Use. Use this form to order transcript of proceedings. Complete a separate order form for each case number for which transcript is ordered.

Completion. Complete Items 1-19. Do not complete shaded areas which are reserved for the court's use.

Order Copy. Keep a copy for your records.

Mailing or Delivering to the Court. Mail or deliver the original and two copies to the Clerk of Court.

Deposit Fee. The court will notify you of the amount of the required deposit fee which may be mailed or delivered to the court. Upon receipt of the deposit, the court will process the order.

Deliver Time. Delivery time is computed from the date of receipt of the deposit fee.

Completion of Order. The court will notify you when the transcript is completed.

Balance Due. If the deposit fee was insufficient to cover all charges, the court will notify you of the balance due which must be paid prior to receiving the completed order.

SPECIFIC

- Items 1-19. These items should always be completed.
- Item 8. Only one case number may be listed per order.
- Item 15. Place an "X" in each box that applies.
- Item 16. Place an "X" in the box for each portion requested. List specific date(s) of the proceedings for which transcript is requested. Be sure that the description is clearly written to facilitate processing. Orders may be placed for as few pages of transcript as are needed.
- Item 17. *Categories.* Only four (4) categories of transcripts may be ordered. These are:
 - Ordinary. A transcript to be delivered within thirty (30) calendar days after receipt of an order. (Order is considered received upon receipt of the deposit.)
 - Expedited. A transcript to be delivered within seven (7) calendar days after receipt of an order.
 - Daily. A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day.
 - Hourly. A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours.

NOTE: Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within seven (7) calendar days, payment would be at the ordinary *delivery* rate.

- Ordering.* Place an "X" in each box that applies. Indicate the number of additional copies ordered.
- Original. Original typing of the transcript. An original must be ordered and prepared prior to the availability of copies. The original fee is charged only once. The fee for the original includes the free copy for the court.
- First Copy. First copy of the transcript after the original has been prepared. All parties ordering copies must pay this rate for the first copy ordered.
- Additional Copies. All other copies of the transcript ordered by the same party.

- Item 18. Sign in this space to certify that you will pay all charges. (This includes the deposit plus any additional charges.)
- Item 19. Enter the date of signing.

Shaded Area. Reserved for the court's use.

AO 436
(Rev. 12/04)

INSTRUCTIONS GENERAL

Use. Use this form to order duplicate CD's/Tapes of proceedings. Complete a separate order form for each case number for which CD's/Tapes are ordered.

Completion. Complete Items 1-19. Do *not* complete shaded areas which are reserved for the court's use.

Order Copy. Keep a copy for your records.

Mailing or Delivering to the Court. Mail or deliver two copies to the Office of the Clerk of Court.

Deposit Fee. For orders of 20 or more tapes, the court will notify you of the amount of the required deposit fee which may be mailed or delivered to the court. Upon receipt of the deposit, the court will process the order.

Delivery Time. Delivery time is computed from the date of receipt of the deposit fee (if requested, otherwise computed from the court's receipt date).

Completion of Order. The court will notify you when the CD's/Tapes are completed.

Balance Due. If the deposit fee was insufficient to cover all charges, the court will notify you of the balance due which must be paid prior to receiving the completed order.

SPECIFIC

- Items 1-19. These items should always be completed.
- Item 8. Only one case number may be listed per order.
- Item 15. Place an "X" in each box that applies.
- Item 16. Check specific portion(s) and list specific date(s) of the proceedings for which a copy is requested.
- Item 17. Place an "X" in each box that applies. Indicate the number of additional copies ordered.
- Item 18. Sign in this space to certify that you will pay all charges upon completion of the order. (This includes the deposit plus any additional charges.)
- Item 19. Enter the date of signing.
- Shaded Area. Reserved for the court's use.