

July 1, 2016

## TRANSCRIPT REQUEST INFORMATION

To request a transcript or a copy of the audio from a Court proceeding that has been electronically recorded in Federal Court, please contact:

<b>David Hayes</b> 2609 U.S. Courthouse (Clerk's Office) 601 Market Street Philadelphia, PA 19106-1797 (267)299-7041 <a href="mailto:david_t_hayes@paed.uscourts.gov">david_t_hayes@paed.uscourts.gov</a>	or	<b>Joan Carr</b> 2609 U.S. Courthouse (Clerk's Office) 601 Market Street Philadelphia, PA 19106-1797 (267)299-7104 <a href="mailto:joan_carr@paed.uscourts.gov">joan_carr@paed.uscourts.gov</a>
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You will need the following information in order to order a transcript:

Caption of case and/or case number  
Exact date/s proceeding occurred  
Name of Judge presiding over case

At the present time, transcription prices are as follows:

Ordinary - 30 day turnaround	- \$3.65 per page
Two week -14 day turnaround	- \$4.25 per page
Expedited - 7 day turnaround	- \$4.85 per page
Daily - 1 day turnaround	- \$6.05 per page
Hourly -	- \$7.25 per page (Prior Notice Required)
Copy Work - 30 day turnaround	
14 day turnaround	
7 day turnaround	- \$ .90 per page
Copy Work - 1 day turnaround	- \$1.20 per page
Audio Tapes/CD's	- \$30.00 per tape/CD

A check for an estimated amount must be received by David Hayes in the Clerk's Office before a transcript will be ordered. David Hayes will provide the name of the designated transcription service to whom the check should be made payable.