UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF PENNSYLVANIA

COURT SERVICES DEPARTMENT

ORDERING DAILY, EXPEDITED OR 3 DAY TRANSCRIPTS

A three (3) day notice to the Court Services Office is required when ordering Daily, Expedited, or 3-day Transcripts. Parties can contact the Transcript Department at:

PAEDml TranscriptRequest@paed.uscourts.gov

Please provide the transcription office with the following information:

- Date of hearing/trial
- Assigned judge
- Approximate length of hearing/trial

A deposit is required before work starts. Form AO 435 must be filled out and e-mailed to the Transcription Office. CJA counsel must file an Authorization 24 through *e-voucher* with the assigned judge and send the AO 435 form to the Transcription Office.

If you have any questions, please call:

Transcription Department

NAME	TITLE	PHONE NUMBER
Stephen Sonnie	Court Services Supervisor	267-299-7123
Jenna Gallelli	CJA/Transcript Clerk	267-299-7047
Alisa Ross	Transcript Clerk	267-299-7218
Ray Wolf	Transcript Clerk	267-299-7223