

## **Rule 5007-1 REQUESTS FOR TRANSCRIPTS**

(a) Parties may request transcripts or an audio recording on compact disk by either filing a transcript request with the Clerk on a form available from the Clerk and the Court's website or by verbal request made to an Electronic Court Reporter Operator ("ECRO"). If a verbal request is made, the party requesting the transcript shall provide the ECRO with a written request containing the details of the request and payment as described below before the request will be processed.

(b) W.PA.LBR 8006-1 shall apply to a request in connection with an appeal.

(c) The requesting party shall provide the ECRO with:

- (1) the name of the case;
- (2) the bankruptcy and motion or adversary numbers;
- (3) the date of the hearing;
- (4) the name of the Judge who heard the matter; and
- (5) the requesting party's name, telephone number, and mailing address and/or email address and/or fax number.

(d) The ECRO shall estimate the cost of the transcript and the party requesting the transcript shall provide appropriate payment before the transcript request is processed. Checks written on a firm's business account will be accepted. Pro se litigants shall submit payment by money order, certified check, or cashier's check.

(e) When the completed transcript is received by the ECRO, the ECRO shall notify the requesting party that the transcript is available and shall notify the requesting party whether the actual cost of the transcript exceeded the estimate. If the actual cost of the transcript exceeded the estimate, the transcript will not be released until the additional payment is made. If the actual cost is less than the amount paid, the excess amount will be refunded.

(f) If the requesting party wants an expedited transcript, the requesting party shall notify the ECRO at the time the transcript is ordered. There is extra cost associated with expedited transcripts.

(g) Requests to redact personal identifiers from transcripts shall comply with W.PA.LBR 9037-1.