

Rule L4007. Requests for Transcripts

(A) All requests for transcripts shall be set forth on a standardized form provided by the District Court Administrator. Because multiple Court Reporters may be involved in multiple day hearings, separate requests must be submitted for each date requested.

(B) The party requesting a full or partial transcript of a trial or other proceeding shall file the original request with the District Court Administrator of the Court of Common Pleas of Butler County who will immediately note in their intake log that the filing has been made. The requesting party shall also serve copies of the formal request to:

(1) the judge presiding over the matter;

and

(2) opposing counsel, but if not represented, the opposing party.

(3) the District Court Administrator shall determine which Court Reporter is responsible for information requested and deliver a copy of the request to that reporter.

(C) Requests for expedited, daily or same day transcripts must be approved by the Court following the submission of such request to the Court at least ten days **prior** to the proceeding. Requests for expedited, daily or same day transcripts **following** a hearing or other judicial proceeding shall be submitted to the District Court Administrator for consideration. In the event of an emergency or disagreement, a party may request of the trial court judge, by oral motion, an expedited, daily or same day transcript which shall be subject to the availability of the Court Reporter.

(D) When counsel, or the litigant, when proceeding *pro se*, requests a transcript:

(1) The requester shall make partial payment of 90% of the estimated transcript cost upon notification by the Court Reporter of the estimated total cost of preparing the transcript. Litigants will be directed by the Court Reporter to the proper filing office where payment may be made. Deposit checks are to be made payable to the filing office in which the transcript will be or has been filed.

(2) Upon payment of the deposit the filing office will notify the District Court Administrator who in turn will notify the Court Reporter that the deposit has been received and that preparation of the desired transcript may proceed. Failure to pay the required deposit or final payment within 30 days of notification by the Court Reporter of the amount due shall cause the Request for Transcript to be deemed withdrawn and the Requestor shall be required to start the process again if the transcript is still wanted.

(3) Upon completion of the transcript, the Court Reporter shall notify the individual who requested the transcript that it is ready for delivery. The Court Reporter shall notify the

requester of the balance due and place an electronic copy in the designated Recording Office docketing queue. The Recording Office shall then serve an electronic copy on the trial Judge if and when requested and the transcript shall be filed of record with the appropriate filing office. Upon payment of any balance owed, the filing office shall deliver a copy of the transcript to the litigant who ordered it. Electronic delivery by e-mail is preferred. Checks or Money Orders for the final balance are to be made payable to the filing office in which the transcript has been filed. Transcripts of all hearings or portions thereof, once transcribed by the Court Reporter, shall be filed of record in the proper recording office.

(5) A "Request for Transcript" must also be submitted for individuals seeking to obtain copies of transcripts that have previously been filed of record. Upon payment of the appropriate fee, the recording office may provide a copy of the transcript to the individual requesting it. Distribution of electronic copies by e-mail is preferred.

(4) A copy of the "Request for Transcript" form shall be made available in the District Court Administrator's office, the recording offices and on the Butler County Court of Common Pleas website.