

**IN THE COURT OF COMMON PLEAS
OF CLARION COUNTY, PENNSYLVANIA**

**IN RE: ADOPTION OF LOCAL RULES :
REGARDING PUBLIC ACCESS POLICY :
CASE RECORDS OF THE TRIAL COURT: NO. 1194 CD 2017**

ORDER OF COURT

AND NOW, November 15, 2017 the following rule is hereby ADOPTED as Local Rule of Judicial Administration 101 for the 18th Judicial District of Pennsylvania to be effective on January 6, 2018. The Clarion County District Court Administrator is Ordered and Directed to do the following:

- (1) File one (1) copy of the local rules with the Administrative Office of Pennsylvania Courts via email to adminrules@pacourts.us
- (2) Forward two (2) paper copies and one (1) electronic copy in a Microsoft Word format only to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.
- (3) Publish the local rules on the Clarion County website at <http://www.co.clarion.pa.us/government/courts.html>
- (4) File one copy of the local rule in the appropriate filing offices for public inspection and copying.

BY THE COURT,

S/James G. Arner

James G. Arner, President Judge

LOCAL RULE OF JUDICIAL ADMINISTRATION

Rule 101 Public Access Policy: Case Records of the Trial Courts

Pursuant to Section 7 of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*, persons who file documents that contain confidential information as defined by the Policy shall use and file a Confidential Information Form in order to comply with the Policy. The form shall be available in each filing office as well as on the Court section of the Clarion County website at <http://www.co.clarion.pa.us/government/courts.html>

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**IN THE COURT OF COMMON PLEAS
OF CLARION COUNTY, PENNSYLVANIA**

**IN RE: ADOPTION OF LOCAL RULES :
REGARDING COURT REPORTING :
AND TRANSCRIPTS : NO. 282 CD 2017**

ORDER OF COURT

AND NOW, March 22, 2017 the following rules are hereby ADOPTED as the Local Rules of Judicial Administration 4001, 4002, 4004, 4007 and 4008 governing court reporting and transcripts for the 18th Judicial District of Pennsylvania to be effective thirty (30) days after publication in the Pennsylvania Bulletin. The Clarion County District Court Administrator is Ordered and Directed to do the following:

- (2) File one (1) copy of the local rules with the Administrative Office of Pennsylvania Courts via email to adminrules@pacourts.us
- (5) Forward two (2) paper copies and one (1) electronic copy in a Microsoft Word format only on a CD-ROM to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.
- (6) Publish the local rules on the Clarion County website at <http://www.co.clarion.pa.us/government/courts.html>
- (7) File one copy of the local rule in the appropriate filing offices for public inspection and copying.

BY THE COURT,

S/James G. Arner

James G. Arner, President Judge

LOCAL RULES OF JUDICIAL ADMINISTRATION

Rule 4001. Scope of Rules and Policy

- (A) These Local Rules of Judicial Administration pertaining to court reporting and transcripts shall be read in conjunction with the Pennsylvania Rules of Judicial Administration pertaining to the same subject matter.
- (B) These Rules shall be known as the Local Rules of Judicial Administration and shall be cited as L.R.J.A.

Rule 4002. Definitions

Court Administrator means the Court Administrator of Pennsylvania.

District Court Administrator means the County Court Administrator.

Rule 4004. Qualifications of Court Reporters

- (A) Reserved
- (B) Reserved.
- (C) Reserved.

(D)(1) Every court reporter utilized by the Court of Common Pleas of Clarion County shall provide to the District Court Administrator before January 31 each year, documentation indicating the number of continuing professional education hours that the Court Reporter successfully completed for the preceding calendar year and shall provide to the District Court Administrator proof of their requalification every three years by completion of thirty (30) hours of continuing professional education properly certified or accredited by the National Court Reporters Association.

(3) The District Court Administrator shall assure that the requirements set forth for court recorders in subdivision (C) of the Pennsylvania Rules of Judicial Administration are satisfactorily met by conducting a review of work products for accuracy, timeliness and quality.

- (E) Reserved.

Rule 4007.

Requests for Transcripts

(A) All requests for transcripts shall be set forth on the standardized "*Request for Transcript*" form which may be downloaded from <http://www.co.clarion.pa.us/government/courts.html>, which is Clarion County's website, or which can be obtained from the District Court Administrator or the following filing offices: Prothonotary, Clerk of Courts, and Register of Wills/Clerk of Orphans' Court.

(B) The original request shall be filed in the appropriate filing office and the requesting party shall provide copies of the formal request to:

(1) the judge presiding over the matter;

(2) the district court administrator; and

(3) opposing counsel or, if opposing party is not represented, to the opposing party

(4) the district court administrator shall determine which court reporter is responsible for the transcript requested and shall deliver a copy of the request to the appropriate court reporter.

(C) Reserved

(D) Upon receipt of a request for an ordinary transcript, the court reporter assigned to the proceeding shall, within seven (7) calendar days of receipt of the Request to transcribe, calculate the estimated cost of the transcript using the price rates explicitly established by the Pennsylvania Rules of Judicial Administration or other rates approved pursuant thereto and provide that information to the district court administrator.

(1) A non-refundable deposit in the amount of 90% of the estimated cost of the transcript shall be made by the requestor within fourteen (14) calendar days after the district court administrator has informed the requestor of the estimated cost. All deposits shall be made by money order, certified check or law firm check made payable to the "County of Clarion" and delivered to the district court administrator, who will deposit the check with the Clarion County Treasurer. Upon receipt of the down payment the district court administrator shall notify the appropriate court reporter that the transcript is to be prepared and shall further indicate the date by which it is to be completed.

(2) Upon receipt of the directive to transcribe, the court reporter assigned to the proceeding shall prepare the transcript.

(3) The court reporter shall notify the district court administrator upon completion of the transcript and shall advise the district court administrator of the final total cost. The District Court Administrator shall notify the ordering party, and any other party having requested a copy, of the balance due.

(4) Upon notification to the requesting party that the transcript is completed and of the balance due, payment for the balance due shall be paid by money order, certified check or law firm check made payable to the County of Clarion and delivered to the district court administrator within seven (7) calendar days from the date of notification. The district court administrator will deposit payment with the Clarion County Treasurer and process payment to the court reporter. Original transcripts will not be filed nor copies distributed until the balance is paid in full.

(E) Reserved.

(F) The provisions of this Local Rule regarding deposits and final payments shall not apply to a request for a transcript where the Commonwealth or any subdivision thereof is the requestor, or where the requestor has been granted *in forma pauperis* status.

Rule 4008. Transcript Costs Payable by a Requesting Party Other Than the Commonwealth or a Subdivision Thereof

(A)(1)(2) Costs. The costs payable by a requesting party, other than the Commonwealth of Pennsylvania or a subdivision thereof, unless a waiver is granted, shall be as follows:

Ordinary:	\$2.75 (paper)
Expedited:	\$3.75 (paper)
Daily:	\$4.75 (paper)
Same Day:	\$6.75 (paper)

These prices are for the original prepared in bound paper format as Clarion County does not accept an electronic transcript for filing. Further, Expedited, Daily or Same Day transcripts are only available if the court reporter is able to accommodate such request.

Fee schedule for COPIES:	\$0.75 (paper)
	\$0.50 (electronic)

(B) Economic Hardship.

(1) Reserved.

(2) Reserved.

(3) Reserved.

(4) Litigants claiming economic hardship must attach a completed *In Forma Pauperis* affidavit, pursuant to PA Rule of Civil Procedure 240, to the Request for Transcript form. Proof of income must be supplied including documents for the past three months, such as pay stubs, social security benefit statements, Domestic Relations child support information, and/or unemployment benefit statements.

(a) No reduction or waiver of costs shall be requested or granted for any non-ordinary transcript unless the requesting party demonstrates extraordinary need.

(C) Reserved.

(D) Copies of transcripts.

Any requests for copies of transcripts filed of record shall be directed to the District Court Administrator and shall be produced solely by the District Court Administrator. Payment for copies of transcripts shall be paid by money order, certified check or law firm check made payable to the County of Clarion and delivered to the District Court Administrator pursuant to the rates established in 4008(A)(1)(2).

(E) Additional Costs

A trial judge may impose a reasonable surcharge in cases such as mass tort, medical malpractice or other unusually complex litigation, where there is a need for court reporters to significantly expand their dictionary. Such charges are at the discretion of the trial judge.