

REQUESTS FOR TRANSCRIPT – POLICIES AND PROCEDURES (UPDATED 3/31/26)
LEBANON COUNTY, PENNSYLVANIA

*****PLEASE NOTE THAT LEBANON COUNTY DOES NOT PRODUCE ELECTRONIC,
EXPEDITED, DAILY OR SAME DAY DELIVERY TRANSCRIPTS*****

1. All transcript requests, including requests for cases on appeal and cases in which the presiding Judge has ordered a transcript, must be submitted on the AOPC's "Request for Transcript or Copy" form. This form can be found on the Lebanon County website, www.lebanoncountypa.gov.
2. The request form must be completed in full and is to be filed in the appropriate Court filing office. It is particularly important that complete contact information for the requestor be provided, including the name, address, telephone number, and email address of the requestor.
3. The requesting party shall serve a copy of all transcript requests upon the presiding Judge, Court Administration, the Court Reporter, and opposing counsel/party in accordance with Pa.R.J.A. 4007(B). The filing office **IS NOT** responsible for service of the request, and failure to properly serve all parties in accordance with the Rules of Judicial Administration may result in a delay in the start of transcription.
4. Upon receipt of a properly completed and filed transcript request, Court Administration will contact the requestor, typically via email, with information regarding estimated fees for the requested transcript. Transcript fees charged by Lebanon County are those fees specifically authorized by the Pennsylvania Rules of Judicial Administration.
5. A deposit of at least one-half of the estimated transcript fee is required to be paid prior to transcription being started.
6. Payment of any required deposit is to be made in the Lebanon County Court Administration Office located at 400 South Eighth Street, Room 311, Lebanon, PA 17042. All deposits (and final payments) shall be made payable to "County of Lebanon" and shall be in the form of cash, money order or certified check. Personal and/or business checks, including law office accounts, are not acceptable forms of payment.
7. Upon completion of the transcript, the requestor will be contacted again regarding final cost of the transcript. The transcript will be available for pick-up in Court Administration upon payment of any balance due. The transcript can be mailed to the requestor if a preaddressed, postage-paid envelope is provided to Court Administration with payment.

Any questions or concerns regarding requests for transcripts should be directed to:

Michelle Howard, Deputy Court Administrator

Lebanon County Court Administration – 400 S. 8th Street, Room 311, Lebanon, PA 17042

Phone: (717) 228-4440

Email: michelle.howard@lebanoncountypa.gov