

# REQUEST FOR TRANSCRIPT

**(PLEASE FILL OUT)**

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**Mail to:** Cathene Nardozzi,  
Court Reporters' Office  
Lackawanna County Courthouse  
3<sup>rd</sup> Floor  
200 North Washington Avenue,  
Scranton, PA 18503

**(ALL INFORMATION BELOW MUST BE COMPLETED IN ORDER TO PROCESS)**

**CASE NAME:** (Commonwealth vs. [name]\_\_\_\_\_) or (Party vs. Party)

\_\_\_\_\_

**File/Docket No:** \_\_\_\_\_

**HEARING/TRIAL DATE(s):** \_\_\_\_\_  
*(Month/Day/Year)*

**JUDGE PRESIDING:** \_\_\_\_\_

**(Requesting Attorney or Party Name)** \_\_\_\_\_

**(Street Address)** \_\_\_\_\_

**(City, State and Zip Code)** \_\_\_\_\_

**(\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_**  
**(Phone Number) (Transcript Format) PDF: \_\_\_\_\_**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Signature of Ordering Attorney/Party)**

\*\*\*\*\*

**(For Office Use Only)**

**TO:** \_\_\_\_\_  
Lackawanna County Official Court Reporters)

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**RE:**