

PROCEDURE TO REQUEST A TRANSCRIPT

Judge Douglas G. Reichley

Courtroom 2C

To obtain a transcript of a proceeding conducted before Judge Reichley, please comply with the following:

1. A petition for transcript should be filed with the Clerk of Judicial Records and a copy should be mailed to Judge Reichley or left for him at the Court Administrator's Office. The petition should include the date of the proceeding to be transcribed and the reason why you are requesting the transcript. Please include correct phone number, address and any other important contact information.

2. If the petition is granted, the order will indicate the cost of the transcript and when the money must be paid to the court reporter. Please make sure the court reporter is paid on time. Failure to do this will cause a delay and possible dismissal of your transcript petition.

3. If you have questions about transcription, you may contact our office at 610-782-3000, extension 3393.