THE PHILADELPHIA PARKING AUTHORITY
Taxicab and Limousine Division
Office of the Clerk
2415 South Swanson Street
Philadelphia, PA 19148
(215) 683-9498
TLDClerk@philapark.org

TRANSCRIPT ORDER FORM

- Requests for a copy of a transcript must be filed with the Taxicab & Limousine Division's Office of the Clerk at the address above or by email to TLDClerk@philapark.org.
- All parties to a proceeding may request a copy of a transcript no later than 30 days after an order is entered. All other requests must be submitted through the Philadelphia Parking Authority's Right to Know Procedure which may be found at http://philapark.org/contact/.
- All information must be completed below to begin the order for a copy of a transcript.
- Fees: All Fees must be paid in full prior to the issuance of a copy of a transcript. Payments may be submitted via certified check, money order or credit card payable to the PPA. The fees payable by the requesting party are: Regular Delivery: $3.00 per page; Expedited Delivery: $4.50 per page; and Daily Delivery: $6.00 per page. All copies of transcripts are delivered in electronic format. Where a paper format is requested, a surcharge of $0.50 per page is added to the applicable aforementioned fee.
- If transcripts are not immediately ready for delivery at the time this request is filed, you will be notified by the Office of the Clerk at the email address below when delivery is ready for pick-up and the total amount of the payment due.

DOCKET NO.: ____ - ____ - ____ - ____ **DATE OF HEARING**: _____

CASE NAME: (Philadelphia Parking Authority vs.) or (In Re: Petition of)

_____

Requesting Attorney or Party Name: _____

Mailing Address: _____

City, State and Zip Code: _____

Telephone No.: _____ **Email Address:** _____

DELIVERY: ☐ **Regular Delivery** **(10 – 20 days)** ☐ **Expedited Delivery** **(3 – 7 days)** ☐ **Daily Delivery** **(24 hours)**

Signature: _____ **Date:** _____

Filed with the Clerk:

Transcript Filing Date	
Number of Pages	
Amount Due	
Date Party was Notified	
Date Paid & Delivered	