

**NOTICE REGARDING REQUESTS FOR  
TRANSCRIPTS OF PROCEEDINGS OF THE  
PUBLIC SERVICE COMMISSION OF SOUTH CAROLINA**

All requests for transcripts must be made by **completing the Transcript Request Form** on the following page and submitting the form to the following email address: [transcripts@psc.sc.gov](mailto:transcripts@psc.sc.gov). Upon completion of your request for a transcript, an invoice will be sent to you from the Public Service Commission. A copy of the fee schedule (*revised May 2019*) is enclosed and is also available on our website at [www.psc.sc.gov](http://www.psc.sc.gov). Payments must be made payable to the following:

Public Service Commission of South Carolina  
ATTN: Accounts Receivable Department  
101 Executive Center Drive, Suite 100  
Columbia, South Carolina 29210

Please do not hesitate to let us know if we can be of assistance to you.

Clerk's Office  
Public Service Commission of South Carolina  
101 Executive Center Drive, Suite 100  
Columbia, South Carolina 29210

(803) 896-5100

## Transcript Request Form

Pursuant to SC Code 58-5-310 and Regs. 103-850 and 103-856, the transcribed paper copy is the official record of court proceedings. You may request a transcript by completing this form and emailing it to the Chief Clerk/Administrator of the Commission at [transcripts@psc.sc.gov](mailto:transcripts@psc.sc.gov). Once the Commission receives your request, it will be processed. Once your request is received, you will receive a copy of this form with the bottom portion completed. If you need to cancel the transcript request for any reason, you are responsible for paying for the pages of the transcript that have already been completed at the time of the cancellation.

| Requestor's Information   |   |                       |             |
|---|---|-----------------------|-------------|
| <b>Full Name:</b>   | <b>Phone Number:</b>  | <b>Email Address:</b> |             |
| <b>Law Firm (if applicable):</b>  | <b>Address:</b>   |                       |             |
| <b>On Behalf Of:</b>  | <b>City:</b>  | <b>State:</b>         | <b>Zip:</b> |
| <b>Docket Number(s):</b>  | <b>Case Caption:</b>  |                       |             |
| <b>Date(s) of Hearing:</b>  | <b>Date Requested for Transcript Delivery (<i>expedited charges may apply</i>):</b> |                       |             |
| <b>Do you require an estimate prior to moving forward with this request? Yes <input type="checkbox"/> No <input type="checkbox"/></b> |   |                       |             |

**Requestor's Signature:** \_\_\_\_\_  
*(Typed name will serve as signature)*

**Date:** \_\_\_\_\_

| For Court Reporter Use Only |                          |                       |
|-----------------------------|--------------------------|-----------------------|
| <b>Full Name:</b>           | <b>Date Received:</b>    | <b>Email Address:</b> |
| <b>Number of Pages:</b>     | <b>Estimated Amount:</b> |                       |

Pursuant to SC Code 58-3-60, 58-5-310, 58-9-1190, 58-27-2140, 58-33-150 and Regs. 103-850 and 103-856, the transcript of record produced by the court reporter/stenographer designated by the Commission shall be deemed the official transcript.

When such designated court reporter is the staff court reporter of the Commission, the following fees and charges shall apply for requested transcripts:

### **Schedule A**

#### 1<sup>st</sup> order by party (electronic PDF transcript/optional hardcopy)

|             |   |
|-------------|---|
| \$ 3.25 /pg | live testimony  |
| \$ 0.25 /pg | prefiled testimony read into the record and inserted in transcript;<br>(subject to \$70 maximum charge per transcript or volume of hearing proceedings) |
| n/c         | exhibits (PDF version)  |

### **Schedule B**

#### 2<sup>nd</sup>/subsequent orders by parties (electronic PDF transcript/optional hardcopy)

|             |   |
|-------------|---|
| \$ 1.00 /pg | live testimony  |
| \$ 0.25 /pg | prefiled testimony read into the record and inserted in transcript;<br>(subject to \$35 maximum charge per transcript or volume of hearing proceedings) |
| n/c         | exhibits (PDF version)  |

### **Schedule C**

#### Additional charges

|              |   |
|--------------|---|
| \$ 2.75 / pg | Next day expedited delivery by 4:45 p.m.  |
| 1.00 / pg    | 2 - 7 day expedited delivery  |
| \$ 1.00 /pg  | Transcript excerpt(s) to parties ~ electronic PDF copy/optional hardcopy,<br><i>after</i> having been produced pursuant to request by another party                         |
| \$ 0.01 / pg | Excerpt(s) to a member of the public or press <i>not</i> involved in subject case<br>in any way ~ electronic (PDF) copy, <i>after</i> having been ordered by a party        |
| n/c          | Viewing transcript at Commission Offices  |
| \$0.01 / pg  | State or other governmental agencies (charge per page for all proceedings<br>requested, to include both live testimony and prefiled testimony inserted<br>into the record). |

In the event such designated court reporter is not an employee of the Commission (outside court reporter), fees and charges set by the outside court reporter shall control. Such charges will be made available (to concerned parties) prior to the time of any proceedings being covered by such outside court reporter. Transcripts shall, in such cases, be ordered from the designated court reporter.

In the event that a transcript, for whatever reason, is not provided within a reasonable period of time by a designated outside court reporter who has covered a given proceeding, said transcript may be requested to be provided by the Commission at the **Schedule B rates**.

\*Note<sup>1</sup>: Any person or entity who requests an Allowable Ex Parte Briefing is responsible for the costs related to the production of the transcript.