

**RULE L5000.13. OWNERSHIP OF NOTES. SAFEGUARDING.  
RETENTION.**

(1) The original transcript shall be available for the Court. No person shall reproduce the original or a copy of the transcript by copy machine or other methods of image production. Any person making such a reproduction is liable to the reporter for the costs, and shall be liable for any other appropriate costs or damages.

(2) The Court reporters shall maintain in safekeeping all stenographic notes, tapes or other media used by them to record a proceeding for seven (7) years except as hereinafter provided. Thereafter, the notes, tapes or other media may be destroyed, except as hereinafter provided.

(3) Notwithstanding the foregoing subsections, any interested party may petition the Court to retain stenographic notes, tapes or other media used by Court reporters to record a proceeding for additional periods of time and the Court may enter a specific order in a specific case permitting a longer period of retention.

(4) The Prothonotary and Clerk of Courts shall not permit the original transcript or a copy thereof to leave their custody, except for use by a Judge, or by order of Court, or for the use by an appellate court as required by law or rules of Court.