

**NOTICE REGARDING REQUESTS FOR  
TRANSCRIPTS OF PROCEEDINGS OF THE  
PUBLIC SERVICE COMMISSION OF SOUTH CAROLINA  
(Revised January 6, 2024)**

All requests for transcripts must be made using one of the following methods:

- A. **Submit an Online Request for a Transcript** [here](#). This will allow you the option of:
- i. Paying for your completed transcript online via secure portal, or
  - ii. Paying by check made payable to the *Public Service Commission of South Carolina* and delivered to the address below.
- B. **Complete a Transcript Request Form** found [here](#), then e-mail the form to [transcripts@psc.sc.gov](mailto:transcripts@psc.sc.gov). This method of request will not allow the option of paying online when your transcript order is complete. You may pay by check made payable to the *Public Service Commission of South Carolina* and delivered to the address below.

A copy of the fee schedules (*revised January 2025*) can be found attached hereto and also available on our website at [www.psc.sc.gov](http://www.psc.sc.gov).

Upon completion of your requested transcript, you will receive an invoice from the Public Service Commission. Once your payment has been received (either via online portal or by check), the transcript will then be forwarded to you as soon as possible.

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.

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

[transcripts@psc.sc.gov](mailto:transcripts@psc.sc.gov)

(803) 896-5100

Pursuant to SC Code 58-5-310 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>/initial order by party (electronic PDF transcript/optional hardcopy\*)

- \$ 3.25 / pg live testimony/proceedings
- No chg / pg prefiled testimony read into the record and inserted in transcript
- No chg / pg exhibits (PDF version)

**Schedule B**

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

- \$ 1.00 / pg live testimony/proceedings
- No chg / pg prefiled testimony read into the record and inserted in transcript
- No chg / pg exhibits (PDF version)

**Schedule C ~ Other Charges**

- \$ 2.75 / pg Next-day expedited delivery by 4:45 p.m. (in addition to Schedule A base page rate)
- \$ 1.00 / pg 2 - 7 day expedited delivery (in addition to Schedule A base page rate)
- \$ 1.00 / pg Transcript excerpt(s) to parties ~ electronic PDF copy/optional hardcopy\* *after* having been produced pursuant to request by another party

*Pursuant to Request* Excerpt(s)/Transcripts to a *non-party* (electronic PDF copy) are *available for transcripts that have been previously produced*. Submit request form together with explanatory statement of interest to the attention of the Chief Clerk, Public Service Commission of South Carolina, and forward to [transcripts@psc.sc.gov](mailto:transcripts@psc.sc.gov).

No chg Viewing transcript at Commission Offices

No chg / pg Request of State or other governmental agencies *not regulated by the Public Service Commission of South Carolina* (electronic PDF transcript/optional hardcopy\*) *after* having been ordered by a party Applicant or Intervenor

- 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.

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\*Note: In the event that an optional hardcopy transcript is requested, the requestor may be responsible for the nominal cost of producing same. Requestor shall also be responsible for pickup of the transcript or for the cost of associated shipping charges.