

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ

SANTA CRUZ BRANCH
 701 Ocean Street, Room 120
 Santa Cruz, CA 95060



WATSONVILLE BRANCH
 1 Second Street, Room 300
 Watsonville, CA 95076

REQUEST FOR ELECTRONIC AUDIO CD OF COURT PROCEEDINGS

INSTRUCTIONS TO REQUESTING PARTY:

1. Complete a separate form for each case number.
2. Fax requests to (831) 420-2260 or drop off at Judges Chambers at the Santa Cruz Courthouse.
3. Once notified that CD is ready, go to the clerk's office in the appropriate department between the hours of 8:00am – 3:00pm to make payment and pick up CD (Room 110 for Civil cases; Room 120 for Criminal cases).

General processing time is 24-48 hours per request.
Fees are \$25 for the first CD; \$5 for each additional day.

Case No. _____

Plaintiff _____

Defendant _____

COURT PROCEEDING(S)

Date	Time	Dept.	Judge	Comments

Date of Request: _____

Requesting Party: _____

Address: _____

Telephone #: _____