

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ

SANTA CRUZ BRANCH
701 Ocean Street
Santa Cruz, CA 95060



WATSONVILLE BRANCH
1 Second Street
Watsonville, CA 95076

REQUEST FOR ELECTRONIC RECORDING OF COURT PROCEEDINGS TO BE TRANSCRIBED

INSTRUCTIONS TO REQUESTING PARTY:

1. Complete a separate form for each case number.
2. Email form to chambers@santacruzcourt.org or drop off at Judges Chambers at the Santa Cruz Courthouse.
3. General processing time to isolate audio of court proceedings may take up to 48 hours for each hearing date requested. Once audio is isolated, court staff will contact you with an estimated price for the transcript order with the choice of either a 7 or 14 business day turnaround.
4. Before the transcript order can be placed, payment for the estimate must be completed at the clerks' office in Room 110 (Civil) & Room 120 (Criminal/Traffic).
5. Upon the completion of the transcript order, court staff will contact you to reconcile the final invoice.
6. Transcripts can be received by the requestor via email, or a printed copy can be picked up at Judges Chambers.

REQUESTOR INFORMATION:

(Tell us how to contact you regarding your request)

NAME: _____ PHONE: _____
ADDRESS: _____ EMAIL: _____
DATE OF REQUEST: _____

COURT PROCEEDING(S): ☐ CRIMINAL ☐ TRAFFIC ☐ CIVIL

PLAINTIFF/PETITIONER: _____
DEFENDANT/RESPONDENT: _____
CASE NUMBER: _____

DATE	DEPARTMENT	JUDGE