

# 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 RECORDING OF COURT PROCEEDINGS

### INSTRUCTIONS TO REQUESTING PARTY:

1. Complete a separate form for each case number.
2. Email form to [chambers@santacruzcourt.org](mailto:chambers@santacruzcourt.org) or drop off at Judges Chambers at the Santa Cruz Courthouse.
3. General processing time may take up to 48 hours per hearing date requested.
4. Fees are \$20 for the first hearing date; \$5 for each additional hearing date. **Payment is required prior to receiving.**
5. Payment must be made at Santa Cruz Room 110 (Civil) & Room 120 (Criminal/Traffic)
6. Once payment has been processed, you will receive an email with a link to download and access the requested court proceedings.
7. To listen to the proceedings, you must download the audio file **AND** the "For The Record Player" playback software at [www.fortherecord.com](http://www.fortherecord.com)
8. You will have 30 days from the date of the email sent to you to download the audio files onto your own storage device.

REQUESTOR INFORMATION: (Tell us how to contact you regarding your request)			
NAME: _____		PHONE: _____	
ADDRESS: _____		EMAIL: _____	
DATE OF REQUEST: _____			
COURT PROCEEDING(S): <input type="checkbox"/> CRIMINAL <input type="checkbox"/> TRAFFIC <input type="checkbox"/> CIVIL <input type="checkbox"/> FEE WAIVER			
PLAINTIFF/PETITIONER: _____			
DEFENDANT/RESPONDENT: _____			
CASE NUMBER: _____			
DATE	DEPARTMENT	JUDGE	AMOUNT
<b>TOTAL:</b>			<b>\$</b>

PAYMENT DUE: \_\_\_\_\_