

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ



701 OCEAN STREET, ROOM 110 SANTA CRUZ, CA 95060

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 courtrecords@santacruzcourt.org or drop off in Room 110 at the Santa Cruz Courthouse.
3. General processing time to isolate audio of court proceedings may take up to 7 business days per request. 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 or you may provide a check or a completed One-Time Credit Card Payment Authorization, SUPAD 982, at the time this request is submitted.
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 in Room 110.

REQUESTOR INFORMATION:

(Tell us how to contact you regarding your request)

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

COURT PROCEEDING(S): CRIMINAL TRAFFIC CIVIL

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

DATE	DEPARTMENT	JUDGE