

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. General processing time may take up to 48 hours per request.
4. Fees are \$25 for the first CD; \$5 for each additional day.
5. Once notified that the CD is ready, go to the clerk's office in the appropriate department between 8:00 a.m. and 3:00 p.m. to make payment and pick up the CD (Room 110 for Civil; Room 120 for Criminal/Traffic).
6. To listen to the proceedings you must download The Record Player Playback software at www.fortherecord.com
7. The entire court proceedings have been copied; it is your responsibility to isolate the case you are interested in.
8. If the CD is not picked up within 30 days of the original request, the CD will be shredded.

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
TOTAL:			\$

PAYMENT DUE: _____