

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CLARA**

DOWNTOWN COURTHOUSE
191 North First Street
San José, California 95113
(408) 882-2100



ITEM REQUESTED

- Copy of Electronic Recording*** (Small Claim cases are not available)
Please check this box if you would prefer to have the audio sent to you electronically. If you choose this option, make sure your email address is listed below.
- Court Reporter's Transcript****

Requestor Information

Requester's Name: _____ Today's Date: _____
Requester's Agency/Law Firm: _____
Requester's Address: _____
Phone Number: _____ Alt. Phone Number: _____ Fax Number: _____
Email Address: _____

All fields MUST be filled out to process request unless otherwise stated.

Recording/Transcript Information

Court Reporter's Name: _____
Case Name: _____
Case Number: _____
Hearing Date: _____ Time: _____ A.M. P.M.
Type of Proceeding (optional): _____
Judge's Name: _____ Department Number: _____

*\$10 fee per recording is required. Requests must be submitted by mail with payment. Please include a check payable to: Superior Court. To expedite the process, please provide a copy of the minute order from the proceeding. If payment is not included within 10 days of submission, the request will be disregarded.

**Court reporter will contact you with amount due.

NOTE: The use of electronic recording equipment in Small Claims cases is for internal personnel purpose of monitoring judicial officer performance. An electronic recording of Small Claims hearings shall not be made publicly available. (Government Code 69957(b))

To submit this request electronically, please go to
http://www.sccourt.org/online_services/transcripts/reporter_transcripts.shtml
Or you may complete this form and mail/fax to:
Court Reporter Coordinator
Downtown Superior Courthouse
191 North First Street
San Jose, California 95113
Fax: (408) 882-2595