



**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 (A \$10.00 fee per recording is required.
Not available for Small Claims cases)**
- _____ **Court Reporter's Transcript**
- _____ **Copy of Reporter's Transcript already on file**
- _____ **This case is on appeal**

REQUESTER INFORMATION

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

RECORDING/TRANSCRIPT INFORMATION

Court Reporter's Name*: _____
Case Name: _____ vs. _____
Case Number: _____
Hearing Date of Proceeding: _____ Time: _____ AM PM
Judge's Name: _____ Department Number: _____

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

Please complete this form and fax or mail to:
http://www.scscourt.org/online_services/transcripts/reporter_transcripts.shtml

Or you may complete this form and fax to:
Gina Duarte, Deputy Court Manager
Court Reporter Coordinator
191 North First Street
San José, California 95113
Phone: (408) 882-2515
Fax: (480) 882-2595