



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SOLANO
CRIMINAL DIVISION**

Fairfield Branch
600 Union Ave., Ste.151
Fairfield, CA 94533
(707) 207-7380

Vallejo Branch
321 Tuolumne Street
Vallejo, CA 94590
(707) 561-7880

REQUEST FOR ELECTRONIC RECORDING

NOTE: ALL ELECTRONIC RECORDING COMPACT DISKS (CD) MUST BE PAID IN ADVANCE

CD will be available to pick up in seven (7) business days in the clerk's office.

Failure to complete all the requested information will cause significant delay in the completion of your electronic recording request.

Date of Request: _____

Requesting Party: _____

Address: _____

Telephone: _____

Case No.# _____

Case Name: _____

Dept./Judge: _____

Hearing Date/s: _____

Special Instructions: _____

ELECTRONIC RECORDING REQUESTS FROM ELECTRONIC RECORDING SYSTEMS:

Copies of electronic recorded proceedings are available for purchase at the rate of \$15.00 per compact disk (CD).

All electronic recording CD's must be paid for in advance. You may purchase the CD in the Criminal Division. A Request for Electronic Recording Form must be completed.

Transcripts may be prepared from an electronic recording by a qualified transcriber. The court does not provide this service.

You may wish to consult your local yellow pages for a transcriber service or court reporting agency. The cost of the transcript and payment arrangements will be provided by the transcriber service. Be sure to clarify whether you are requesting a transcript from an electronic recording.

ELECTRONIC RECORDING REQUEST