

**REQUEST TO HAVE COMPACT DISK (CD) TRANSCRIBED BY A  
TRANSCRIBER UTILIZED BY THE COURTS**

To have your hearing from a CD transcribed, please fill out the following information:

Failure to complete all the requested information may cause significant delay in your request for CD transcription.

Date of this Request: \_\_\_\_\_

Requesting Party: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Case No. #: \_\_\_\_\_

Case Name: \_\_\_\_\_

Dept/Judge: \_\_\_\_\_

Hearing Date(s): \_\_\_\_\_  
\_\_\_\_\_

Cost for Transcript: The cost for a transcript is \$2.80 per page for the Original and one (1) copy. The Original is retained in the court file and you will receive a copy. Additional copies are .42¢ per page.

A request to have a compact disk (CD) transcribed by a transcriber utilized by the court will be processed. You will be contacted when the CD is produced and forwarded to the transcriber within 5 to 7 business days.

If you have any questions, please contact Betsy Giugni, Court Reporter Coordinator at (707) 207-7615.

**PLEASE COMPLETE THIS FORM AND ATTACH TO THE CD TO BE  
TRANSCRIBED**