

**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 Laura Forster, Court Reporter Coordinator at (707) 207-7522 or Email LMForster@solano.courts.ca.gov.

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