

REQUEST FOR AUDIOTAPE(CD)

NOTE: ALL AUDIOTAPES(CD) MUST BE PAID IN ADVANCE

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

Requesting Party: _____

Address: _____

Telephone: _____

Case Name: _____

Case Number: _____ Dept./Judge: _____

Hearing Date: _____

Special Instructions:

Direct Inquires to:

Civil Division – Fairfield
580 Texas Street
Fairfield, CA 94533

AUDIOTAPE REQUESTS FROM ELECTRONIC RECORDING SYSTEMS

Copies of audio taped proceedings are available for purchase at the rate of \$15.00 per tape.

All audiotapes must be paid for in advance. You may purchase the audiotape in the Civil Division. A Request for Audiotape Form must be completed.

Transcripts

Transcripts may be prepared from an audiotape 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 audio or video tape.