SUPERIOR COURT OF CALIFORNIA
COUNTY OF SOLANO

Hall of Justice
600 Union Avenue
Fairfield, CA 94533

Old Solano Courthouse
580 Texas Street
Fairfield, CA 94533

REQUEST FOR ELECTRONIC RECORDING: SHARED LINK

Electronic Recordings are only available in limited civil cases, misdemeanors and infractions (GC § 69957) or when ordered as the official record in other case types.

Electronic recordings are provided via email using a shared link. The audio link will be emailed in 7-10 business days.

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

Requesting Party: _____

Email Address: _____

Telephone Number: _____

Case Number(s): _____

Dept. / Judge: _____

Hearing Date(s): _____

REQUESTS FROM ELECTRONIC RECORDING SYSTEMS:

Electronic recordings will be provided via a shared audio file link, in a Windows Media Audio (WMA) format.

Upon special request, the audio recording may alternatively be provided on a CD, in Windows Media Audio (WMA) format. To request this option, please request a form from the division.

Copies of electronically recorded proceedings are available for purchase at the rate of $15.00 per audio shared link. All electronic recordings must be paid for in advance. You may purchase in the Civil, Family, Criminal, Traffic or Juvenile Divisions. 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, but has approved eScribers for ER transcription needs. To order a transcript, go to www.escribers.net and select “Order a Transcript.” For more information about eScribers, ask the court for a flyer.

Submit completed forms with payment to the Solano Superior Court to the corresponding division:
-- Civil Division by email to civildivision@solano.courts.ca.gov; or in person, via drop box, or mail to 580 Texas St., Fairfield, CA 94533.
-- Criminal Division in person, via drop box, or mail to 600 Union Ave., Fairfield, CA 94533.
-- Family Law/Probate/Adoption in person, via drop box, or mail to 600 Union Ave., Fairfield, CA 94533.