



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**

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**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](http://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 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.

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**ELECTRONIC RECORDING REQUEST**