



Superior Court of California County of Solano

Hall of Justice
600 Union Avenue, Suite 151
Fairfield, California 94533

Old Solano Courthouse
580 Texas Street
Fairfield, California 94533

REQUEST FOR ELECTRONIC RECORDING

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

NOTE: ALL ELECTRONIC RECORDING COMPACT DISKS (CDs) MUST BE PAID IN ADVANCE

CDs will be available for pick-up in seven (7) business days in the clerks' office

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

Requesting Party: _____

Mailing Address: _____

Telephone Number: _____

Case Number(s): _____

Dept. / Judge: _____

Hearing Date(s): _____

Special Instructions: _____

CD will be in Liberty Player format. For audio from the CD, you may download Liberty Court Player at no cost from the company's website: <http://www.libertyrecording.com>

ELECTRONIC RECORDING REQUESTS FROM ELECTRONIC RECORDING SYSTEMS:

Copies of electronically recording proceedings are available for purchase at the rate of \$15.00 per compact disk (CD).

All electronic recording CDs must be paid for in advance. You may purchase the CD 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.

Submit completed forms to Court Administration at: courtadministration@solano.courts.ca.gov.

ELECTRONIC RECORDING REQUEST