



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**

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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 can be provided via email using a shared link or CD. When completing this request form, specify which method you prefer. CDs will be available for pick-up in 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: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Dept. / Judge: \_\_\_\_\_

Hearing Date(s): \_\_\_\_\_

Type of Recording:     Shared Link     CD

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**REQUESTS FROM ELECTRONIC RECORDING SYSTEMS:**

Shared audio file links and CD's will be provided in Windows Media Audio (WMA) format.

**Copies of electronically recorded proceedings are available for purchase at the rate of \$15.00 per audio shared link or per CD.** All electronic recordings and CDs 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 to Court Administration at: [courtadministration@solano.courts.ca.gov](mailto:courtadministration@solano.courts.ca.gov).

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