



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SOLANO
CRIMINAL DIVISION**

Fairfield Branch
600 Union Ave., Ste.151
Fairfield, CA 94533
(707) 207-7380

Vallejo Branch
321 Tuolumne Street
Vallejo, CA 94590
(707) 561-7880

REQUEST FOR ELECTRONIC RECORDING

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

CD will be available to pick up in seven (7) business days in the clerk's office.

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

Date of Request: _____

Requesting Party: _____

Address: _____

Telephone: _____

Case No.# _____

Case Name: _____

Dept./Judge: _____

Hearing Date/s: _____

Special Instructions: _____

ELECTRONIC RECORDING REQUESTS FROM ELECTRONIC RECORDING SYSTEMS:

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

All electronic recording CD's must be paid for in advance. You may purchase the CD in the Criminal Division. A Request for Electronic Recording Form must be completed.

If you wish to request to have a CD transcribed by a certified shorthand reporter, completely fill out the REQUEST TO HAVE CD TRANSCRIBED BY A CERTIFIED SHORTHAND REPORTER form.