

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CLARA**

Downtown Courthouse
191 North First Street
San Jose, CA 95113
(408) 882-2100



ITEM REQUESTED

- _____ **Copy of Electronic Recording (A \$10.00 fee per recording is required)**
 - _____ **Court Reporter's Transcript**
 - _____ **Copy of Reporter's Transcript Already on File**
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REQUESTOR INFORMATION

Requestor's Name: _____ Today's Date: _____
Requestor's Agency/Law Firm: _____
Requestor's Address: _____
Phone: _____ Alt. Phone: _____ Fax: _____
E-mail Address: _____

RECORDING/TRANSCRIPT INFORMATION

Court Reporter's Name*: _____
Case Name: _____ vs. _____
Case Number: _____
Hearing Date of Proceeding: _____ Time: _____ A.M. _____ P.M.
Type of Proceeding: _____
Judge's Name: _____ Department Number: _____

*NOTE: Recordings of Small Claims Hearings do not fall within the guidelines of Government Code Section 69957. The Court recordings for Small Claims Hearings are for judicial note-taking purposes only.

**Please complete this form and fax or mail to:
SANDRA ALCALA, Deputy Court Manager
Court Reporter Coordinator
191 North First Street
San Jose, CA 95113
Phone: (408) 882-2515
Fax: (408) 882-2595**