

**REQUEST TO HAVE COMPACT DISK (CD) TRANSCRIBED**  
**BY A CERTIFIED SHORTHAND REPORTER**

To have your hearing from a CD transcribed by a Certified Shorthand Reporter, please fill out the following information.

Failure to complete all the requested information may cause significant delay in your request for CD transcription.

Date of This Request: \_\_\_\_\_

Requesting Party: \_\_\_\_\_

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

Telephone Number (s): \_\_\_\_\_

Case No.# \_\_\_\_\_

Case Name: \_\_\_\_\_

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

Hearing Date/s: \_\_\_\_\_  
\_\_\_\_\_

Cost for Transcript: The cost for a transcript is \$2.80 per page for the Original and one (1) copy. The Original is retained in the court file and you will receive a copy. Additional copies are .42¢ per page.

A Certified Shorthand Reporter (CSR) will be contacted to see if they are available to transcribe your CD. The CSR will contact you within five (5) days to provide an estimate of the cost to you and how long it will take to prepare the transcript. You are to contact and submit payment only to the CSR preparing the transcript. If a CSR is not available for transcription, you will be contacted.

If you have any questions, please contact Jan Del Rio, Court Reporter Coordinator at (707) 207-7565.

**PLEASE COMPLETE THIS FORM AND ATTACH TO THE CD TO BE TRANSCRIBED**