



## REQUEST FOR TRANSCRIPT FROM COURT REPORTER

To obtain a copy of the transcript, please complete the form below and either e-mail it to Marilyn una or mail this completed form to Marilyn una, Court Reporter Coordinator, 600 Union Avenue, Fairfield CA 94533.

Name of Court Reporter (if known): \_\_\_\_\_

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

Case Number: \_\_\_\_\_

Date Heard: \_\_\_\_\_

Judge/Department: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Date of this Request: \_\_\_\_\_ Requested

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

\_\_\_\_\_ Telephone

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

E-mail Address: \_\_\_\_\_

Payments for transcripts will not be accepted in the Executive Office. They must be sent directly to the court reporter.

Please allow up to seven days for a response from the court reporter.

**Fields outlined in red are mandatory fields and must be completed.**

**If you do not have a standalone e-mail client, e.g. Outlook, Thunderbird, or Apple Mail, you can save a copy of your completed form and attach it to your web-based client (Gmail, Yahoo! Mail, etc.)**