

**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF SONOMA**

**TRANSCRIPT REQUEST FORM
(Court Ordered, Confidential & Juvenile Cases)**

INSTRUCTIONS: The requesting party is responsible for all the information needed below. This form must be completely filled out prior to submission for the Judge's signature.

- (1) Complete a separate form for each court reporter if there are multiple reporters.
- (2) Fill out all necessary case information, name, case number, date(s) requested, etc.
- (3) Check the appropriate "Funded by" and "Copies to" boxes, if applicable.
- (4) When completed, scan and email to appropriate court reporter (most reporters emails are on the Court's website).

CASE NAME: _____ CASE NO. _____

DEPARTMENT NO.: _____ CSR'S NAME _____

DATE(S) REQUESTED _____

REQUESTED BY _____
(Name) (Title)

REASON FOR REQUEST _____

SPECIFIC NATURE OF PROCEEDINGS REQUESTED [i.e., PX, Motion, Plea, Sentencing, Trial Testimony, etc.]

DATE TRANSCRIPT NEEDED BY _____

Dated: _____

Approved by:

Judge of the Superior Court

Auditor's Use

Funded By:
Court
District Attorney
Public Defender
Defense Counsel
Other: _____

Copies to:
Court
District Attorney
Defense Counsel
Conflicts Counsel
Other: _____