

SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF SONOMA

TRANSCRIPT REQUEST FORM (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.: \_\_\_\_\_ REPORTER'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:**

\_\_\_\_\_  
Judicial Officer

**Auditor's Use**

**Funded By:**  
Court  
District Attorney  
Public Defender  
Defense Counsel  
Other: \_\_\_\_\_

**Copies to:**  
Court  
District Attorney  
Defense Counsel  
Conflicts Counsel  
Other: \_\_\_\_\_