

SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF SONOMA

TRANSCRIPT REQUEST FORM

**INSTRUCTIONS:**

- (1) This form must be completely filled out prior to submission.
- (2) The requesting party is responsible for all the information needed below.
- (3) You must complete a separate form for each court reporter if there are multiple reporters.
- (4) Email completed form to reporter(s) or contact reporter(s) directly via telephone or through the Court Reporters Board. Email addresses and phone numbers for most reporters can be located on the Court's website.

The court reporter(s) will provide a cost and time estimate for the transcript and directions for submitting the payment. Payment is required on or before the time of delivery.

CASE NAME: \_\_\_\_\_ VS. \_\_\_\_\_

CASE NO.: \_\_\_\_\_

DEPARTMENT NO.: \_\_\_\_\_ REPORTER'S NAME: \_\_\_\_\_

DATE(S) REQUESTED:

\_\_\_\_\_

REQUESTED BY:

\_\_\_\_\_

(Name)

(Title)

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

\_\_\_\_\_

DATE TRANSCRIPT NEEDED BY \_\_\_\_\_

DATED: \_\_\_\_\_

Requests for transcripts of confidential or juvenile proceedings, require judicial approval. Please use Local Form RP-002.