



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA CLARA**  
DOWNTOWN COURTHOUSE  
191 NORTH FIRST STREET  
SAN JOSÉ, CALIFORNIA 95113  
(408) 882-2100

**ITEM REQUESTED**

- \_\_\_\_\_ **Copy of Electronic Recording (A \$10.00 fee per recording is required.  
Not available for Small Claims cases)**
- \_\_\_\_\_ **Court Reporter's Transcript**
- \_\_\_\_\_ **Copy of Reporter's Transcript already on file**
- \_\_\_\_\_ **This case is on appeal**

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**REQUESTER INFORMATION**

Requester's Name \_\_\_\_\_ Today's Date: \_\_\_\_\_

Requester's Agency/Law Firm: \_\_\_\_\_

Requester's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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**RECORDING/TRANSCRIPT INFORMATION**

Court Reporter's Name\*: \_\_\_\_\_

Case Name: \_\_\_\_\_ vs. \_\_\_\_\_

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

Hearing Date of Proceeding: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Judge's Name: \_\_\_\_\_ Department Number: \_\_\_\_\_

\*NOTE: The use of electronic recording equipment in Small Claims cases is for the internal personal purpose of monitoring judicial officer performance. An electronic recording of small claims hearings shall not be made publicly available. (Government Code 69957(b))

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**Please complete this form and fax or mail to:**  
[http://www.scscourt.org/online\\_services/transcripts/reporter\\_transcripts.shtml](http://www.scscourt.org/online_services/transcripts/reporter_transcripts.shtml)

**Or you may complete this form and fax to:**  
**Gina Duarte, Deputy Court Manager**  
**Court Reporter Coordinator**  
**191 North First Street**  
**San José, California 95113**  
**Phone: (408) 882-2515**  
**Fax: (480) 882-2595**