

Superior Court of California, County of Contra Costa

ELECTRONIC RECORDING PURCHASE REQUEST

MARTINEZ
725 COURT ST,
MARTINEZ, CA 94553

PITTSBURG
1000 CENTER AVE.
PITTSBURG, CA 94565

RICHMOND
100 37th ST.
RICHMOND, CA 94805

WALNUT CREEK
640 YGNACIO VALLEY RD.
WALNUT CREEK, CA 94596

DUPLICATION AND MAILING COSTS		
Playback Format	Cost	Mailing Fees
CD (up to 80 minutes)	\$25.00 each	\$2.47 each
Audio Cassette (90 up to 120 minutes)	\$25.00 each	\$1.95 each
<i>NOTE: Payments can be made in cash, or by check or by money order to: Superior Court</i>		

NOTE: If you intend to prepare a transcript of the court hearing(s) to submit to the court, you must use a reporting service that is licensed to provide certified court transcripts, and pay the associated cost. Information on these services is available on the Internet and telephone directories.

Requesting Party:

Requested by (Please Print): _____
 Mailing Address: _____
 City, State & Zip: _____
 Phone Number: _____

Case Information:

Case Name: _____
 Case Number: _____
 Phone Number: _____

Hearing Information:

Date of Hearing: _____ Time of Hearing: _____
 Date of Hearing: _____ Time of Hearing: _____
 Judge's Name and/or Dept. #: _____

Playback Speed:

- Listening (For CD player or computer – *playback speed 24*)
- Professional transcription (*playback speed 40*)

Pick up Information:

- I will pick up my copy of the recording at the court location checked above when completed.
- Please mail my request to the address listed above.

CLERK'S OFFICE ONLY:

Recording Time: _____
 Clerk: _____ Date: _____
 Receipt Number: _____ Amt. Paid \$ _____ check / cash (circle one)

- **Fax** this form with copy of the receipt to Court Records: 8-2312
- **Send** originals via interoffice to Court Records: 1111 Ward Street, Martinez