

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):   TELEPHONE NO.: _____ FAX NO. (Optional): _____ EMAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO</b> <input type="checkbox"/> CENTRAL DIVISION, CENTRAL COURTHOUSE, 1100 UNION ST., SAN DIEGO, CA 92101 <input type="checkbox"/> CENTRAL DIVISION, HALL OF JUSTICE, 330 W. BROADWAY, SAN DIEGO, CA 92101 <input type="checkbox"/> CENTRAL DIVISION, JUVENILE COURT, 2851 MEADOW LARK DR., SAN DIEGO, CA 92123 <input type="checkbox"/> EAST COUNTY DIVISION, 250 E. MAIN ST., EL CAJON, CA 92020 <input type="checkbox"/> NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081 <input type="checkbox"/> SOUTH COUNTY DIVISION, 500 3RD AVE., CHULA VISTA, CA 91910	
CASE NAME	
<b>REQUEST AND ORDER FOR TRANSCRIPT</b>	CASE NUMBER

Court Reporter(s): \_\_\_\_\_ Dept. #: \_\_\_\_\_

Type of Proceeding: \_\_\_\_\_ Date(s) of Proceeding: \_\_\_\_\_

Transcript Requested by:  \_\_\_\_\_  
NAME AGENCY  
 the Superior Court.

(JUVENILE COURT ONLY): Requesting party's relationship to the case is: \_\_\_\_\_  
(Attorney, Parents, etc.)

Reason for Request: \_\_\_\_\_

Future court appearance, if any (list date): \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Requesting Party

**Payment (a box must be checked):**  **Payment shall be made by the requesting party/agency.**  
 **Payment shall be made by the Superior Court.**

IT IS SO ORDERED.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Judge/Commissioner of the Superior Court

- Instructions:
- The requesting party is responsible for completing this form. For all Juvenile Court transcripts, and for requests that the court pay the cost of a transcript, the requesting party must submit the form to the judge for signature.
  - This form is required for the production of transcripts where the cost is a proper charge against the court, except for appeals and Grand Jury transcripts.
  - A copy of this form must accompany the court reporter's claim for payment for production of the above-listed transcript.