



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

- CENTRAL DIVISION, CENTRAL COURTHOUSE, 1100 UNION ST., SAN DIEGO, CA 92101
- EAST COUNTY DIVISION, 250 E. MAIN ST., EL CAJON, CA 92020
- NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081
- SOUTH COUNTY DIVISION, 500 3RD AVE., CHULA VISTA, CA 91910

REQUEST FOR TRANSCRIPT

INSTRUCTIONS

This form is to be used to request a transcript of a proceeding reported by a court reporter, unless the proceeding was confidential or sealed. Transcript requests for a juvenile court proceeding, or for a confidential or sealed proceeding must be made using the Request and Order for Transcript form (SDSC Form #ADM-098).

The completed form may be emailed (see addresses listed below), or mailed or submitted (see addresses above) in the court division at which the matter was heard.

Division	Email Address	Telephone Number
Central	transcriptrequest.central@sdcourt.ca.gov	(619) 844-2616
East County	transcriptrequest.east@sdcourt.ca.gov	(619) 456-4145
North County	transcriptrequest.north@sdcourt.ca.gov	(760) 201-8516
South County	transcriptrequest.south@sdcourt.ca.gov	(619) 746-6136

When received, the request will be forwarded to the appropriate court reporter. **There will be a per page charge for the transcript. The court reporter will provide an estimate of cost to prepare and may require payment before preparation and delivery.**

If the requestor does not receive a response from the court reporter within one week, the Office of Court Reporting Services in the division at which the matter was heard may be called at the telephone number listed above.

REQUEST

(All fields are required to process the request promptly.)

Transcript Requested by:

Name: _____ Tel. No.: _____

Email Address: _____

Hearing Information:

Date(s) of Proceeding: _____ Dept. Number: _____

Case Name: _____

Case Number: _____ Judicial Officer: _____

Special Instructions: _____
