

Superior Court of California, County of Contra Costa

ELECTRONIC RECORDING PURCHASE REQUEST

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> MARTINEZ
725 COURT STREET
MARTINEZ, CA 94553 | <input type="checkbox"/> PITTSBURG
1000 CENTER DRIVE
PITTSBURG, CA 94565 | <input type="checkbox"/> RICHMOND
100 37 TH STREET
RICHMOND, CA 94805 | <input type="checkbox"/> WALNUT CREEK
640 YGNACIO VALLEY ROAD
WALNUT CREEK, CA 94596 |
|--|---|---|---|

- Small Claims / Unlawful Detainer**
 Misdemeanor Criminal
 Traffic
 Limited Civil

DUPLICATION AND MAILING COSTS		
Playback Format	Cost	Mailing Fees
CD (up to 80 minutes)	\$25.00 each 80 Minute Segment	\$2.47 each
NOTE: <i>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. #: _____

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