

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA CRUZ

Case No. \_\_\_\_\_ Case Name: \_\_\_\_\_

**REQUEST FOR COURT PROCEEDINGS TO BE TRANSCRIBED**

DATE	TIME	DEPARTMENT	JUDGE	COURT REPORTER

Date of Request: \_\_\_\_\_ Date Transcript Needed: \_\_\_\_\_ ( ) Notice of Appeal Filed\*: \_\_\_\_\_

Person Requesting Transcript: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

\*See Rule of Court 184(d). In an appeal, it is the appellant's responsibility to file a motion with the trial court for an extension of time to file the transcript.

Note: This form is to be used for a transcript of court proceedings. If the matter was recorded by an electronic monitor, you may request a copy of the audio cassette(s) by using form no. MC 568.

Instructions to Court Reporter: It is your responsibility to contact the requesting party for billing and transcript delivery requirements. If the Court's notes for the requested proceedings are enclosed, return them and a copy of this form signed and dated below to 701 Ocean Street, Room 120, Santa Cruz, CA 95060 as soon as the notes are transcribed.

Date notes returned: \_\_\_\_\_

By: \_\_\_\_\_