

<p>ATTORNEY OR PARTY WITHOUT ATTORNEY</p> <p>NAME: _____ STATE BAR NO: _____</p> <p>FIRM NAME: _____</p> <p>ADDRESS: _____</p> <p>CITY: _____ STATE: _____ ZIP CODE: _____</p> <p>E-MAIL ADDRESS (OPTIONAL): _____ TELEPHONE NO: _____</p> <p>ATTORNEY FOR (NAME): _____ FAX NO. (OPTIONAL): _____</p>	<p>FOR COURT USE ONLY</p> <p><b>RECEIVED</b></p> <p>DATE: _____</p> <p>CLERK OF THE COURT</p> <p>_____, DEPUTY</p>
<p><b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY</b></p> <p>Monterey Division 1200 Aguajito Road Monterey, California 93940</p>	
<p>PLAINTIFF/PETITIONER: _____</p> <p>DEFENDANT/RESPONDENT: _____</p>	
<p><b>REQUEST FOR ELECTRONIC RECORDING OF COURT PROCEEDINGS</b></p>	<p>CASE NUMBER: _____</p>

Please complete the information below to request copies of an electronic recording of a court proceeding. You will be required to pay the fee assessed in advance of the recordings being provided to you. All requests by mail must include a self-addressed stamped envelope.

**Please allow 7 to 10 days to process your request. Audio recordings are available for civil limited and small claims hearings only. A transcript will not be prepared by the Court.**

Date(s) of court proceedings: \_\_\_\_\_

Recording number(s), if known: \_\_\_\_\_

Judicial Officer's name: \_\_\_\_\_ Courtroom number: \_\_\_\_\_

Fee: \$ 20.00 per compact disc (CD)

Make payment payable to: Monterey County Superior Court. Mail the form to Attention: Records, 1200 Aguajito Road, Monterey, CA 93940. You may also appear in person between the hours of 8:00 a.m. and 3:30 p.m.

The Court accepts cash, checks, and money orders. If you are unable to determine the amount due, you may submit payment payable to the Monterey County Superior Court with an amount stating "Not to exceed \$75.00 Dollars;" this is an estimated amount for the fees due. This payment will allow the Clerk to process your request and to apply the monies to the cost of the research and any other records-related fees. The Clerk will write-in the actual amount due on the check, not exceeding the authorized amount of \$75.00. If there is an overpayment a refund will be issued within 30 days after the check has posted. **PLEASE DO NOT MAIL CASH.** The Court does not accept debit or credit cards.

<p><b>FOR COURT USE ONLY</b></p>	
Receipt Number: _____	
Quantity ordered: _____ x \$20.00 per compact disc =	\$ _____ Total Fee Due
	\$ _____ Total Fee Paid