

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar Number and Address)		For Court Use Only	
TELEPHONE NO.:	FAX NO. (Optional):		
E-MAIL ADDRESS			
ATTORNEY FOR (Name):			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO			
UKIAH Courthouse 100 North State Street Ukiah, CA 95482		TEN MILE Branch Court 700 South Franklin Street Fort Bragg, CA 95437	
CASE NAME:		CASE NUMBER:	
<u>ELECTRONIC RECORDING REQUEST</u>			

Please complete this form in its entirety to request an audio copy of an electronic recording of a court proceeding. A copy of the court minutes MUST be attached to this request form. The required fee must be paid at the time the recording is requested.

Requests will be completed within three (3) business days. The audio file will be placed on a USB drive and available for pick up in Court Administration once you are notified of completion. Please note if you would prefer to have the USB drive mailed. A transcript will not be prepared by the court.

REQUESTOR'S INFORMATION

Requestor's Name:				Today's Date:	
Requestor's Agency/Law Firm:					
Requestor's Address:					
Phone:		Alt. Phone:		Fax:	
E-mail Address:					

ELECTRONIC RECORDING INFORMATION

Case Name:			vs.		
Case Number:					
Hearing Date:				Time:	
Type of Proceeding:					
Judge's Name:				Department:	

Please complete this form and submit, with the required fee, in person at the Clerk's Office or via mail to:

Superior Court of California, County of Mendocino
100 N. State St., Room 107
Ukiah, CA 95482