

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ**



701 OCEAN STREET, ROOM 110 SANTA CRUZ, CA 95060

**REQUEST FOR ELECTRONIC AUDIO RECORDING OF COURT PROCEEDINGS**

**INSTRUCTIONS TO REQUESTING PARTY:**

1. Complete a separate form for each case number.
2. Email form to [courtrecords@santacruzcourt.org](mailto:courtrecords@santacruzcourt.org) or drop off in Room 110 at the Santa Cruz Courthouse.
3. General processing time may take up to 7 business days per request.
4. Fees are \$20 for the first hearing date; \$5 for each additional hearing date.
5. **Payment must be submitted with the request.** Payment may be made by check or by submitting a completed One Time Credit Card Authorization, SUPAD 982.
6. Once the request is complete and payment has been processed, you will receive an email with a link to download and access the requested court proceedings.
7. To listen to the proceedings, you must download the audio file **AND** the "For The Record Player" playback software at [www.fortherecord.com](http://www.fortherecord.com)
8. You will have 30 days from the date of the email sent to you to download the audio files onto your own storage device.

REQUESTOR INFORMATION: (Tell us how to contact you regarding your request)			
NAME: _____		DATE OF REQUEST: _____	
ADDRESS: _____		PHONE: _____	
EMAIL ADDRESS: _____			
COURT PROCEEDING(S): <input type="checkbox"/> CRIMINAL <input type="checkbox"/> TRAFFIC <input type="checkbox"/> CIVIL			
PLAINTIFF/PETITIONER: _____			
DEFENDANT/RESPONDENT: _____			
CASE NUMBER: _____			
DATE	DEPARTMENT	JUDGE	AMOUNT
<b>TOTAL:</b>			<b>\$</b>

PAYMENT DUE: \_\_\_\_\_

Fee Waiver