

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

**SANTA CRUZ BRANCH**  
 701 Ocean Street, Room 120  
 Santa Cruz, CA 95060



**WATSONVILLE BRANCH**  
 1 Second Street, Room 300  
 Watsonville, CA 95076

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

***INSTRUCTIONS TO REQUESTING PARTY:***

1. Complete a separate form for each case number.
2. Fax requests to (831) 420-2260 or drop off at Judges Chambers at the Santa Cruz Courthouse.
3. Once notified that CD is ready, go to the clerk's office in the appropriate department between the hours of 8:00am – 3:00pm to make payment and pick up CD (Room 110 for Civil cases; Room 120 for Criminal cases).

**General processing time is 24-48 hours per request.**  
***Fees are \$25 for the first CD; \$5 for each additional day.***

Case No. \_\_\_\_\_

Plaintiff \_\_\_\_\_

Defendant \_\_\_\_\_

**COURT PROCEEDING(S)**

Date	Time	Dept.	Judge	Comments

Date of Request: \_\_\_\_\_

Requesting Party: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_