

# Request for Court Reporter Transcript

Requests for Court Reporter Transcripts are submitted to the court reporter in writing as juvenile court proceedings are confidential and you will be required to show valid identification with a picture to pick up the transcripts. **Note: all fields are required.**

In order to process your request, we will need the following information:

If your parental rights have been terminated, indicate the date: \_\_\_\_\_

- Your name: \_\_\_\_\_
- Your telephone number: \_\_\_\_\_
- Your email address: \_\_\_\_\_
- Relationship to minor: \_\_\_\_\_
- Minor's Name(s): \_\_\_\_\_
- Case Number(s): \_\_\_\_\_
- Petition for Disclosure Filed / Granted on (if applicable): \_\_\_\_\_
- Location of Courthouse where Hearing / Trial was held: \_\_\_\_\_

After receiving your request, the court reporter will provide you with an estimate of the cost if you are authorized. You will need to make arrangements directly with the court reporter for payment (**cash or money orders only**). Once financial arrangements and payment has been made, the court reporter will prepare the transcript per your request.

**Note:** Please allow one week to be contacted by the reporter with an estimate. If you have not been contacted in one week regarding your request for a transcript please call the district where the case was heard. Juvenile Dependency Court (909) 269.8900 or Juvenile Delinquency Court (909) 269.8840

Hearing Date:	Judge:	Reporter:

(Use additional page if needed)

## FOR COURT USE ONLY:

☐ The requesting party's photo ID and the above information has been verified

Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Copy of request provided to: \_\_\_\_\_