



Superior Court of California County of Calaveras

Monica L. Alemán
Court Executive Officer

For most infraction court trials, an electronic recording is maintained as the official record of the proceeding and a copy of the recording may be prepared. The Court will place the recording on a compact disc (CD or DVD) in a format that is compatible with most CD and/or media players found on personal computer systems.

A fee of \$25.00 is charged for the CD/DVD. Payment is required upon submission of request.

Unless other arrangements are made, you can expect to receive the recording within five (5) working days of submission of the following Request for Electronic Recording.

****An Electronic Recording is only the Official Record in misdemeanor and civil limited jurisdiction proceedings if ordered by the Court [Local Rule 2.7(c).] Verification by a supervisor is required. This is to verify that a court order exists declaring the electronic recording as the official record***

LIMITED CIVIL, OR MISDEMEANOR CASE NO. _____ *Supervisor Initials* _____

REQUEST FOR ELECTRONIC RECORDING

I hereby request the electronic recording from the following proceeding:

DATE: _____ INFRACTION CASE NO.: _____

DEFENDANT/CASE NAME: _____

HEARING DATE: _____ HEARING TIME: _____

COURTROOM NUMBER: _____

Dated: _____
Requesting Party (Print)

Phone Number: _____
Requesting Party (Signature)

For Court Use Only

The above-requested electronic recording disc was received on (Date) _____

Received by (Signature) _____