

## Audio CD Information Sheet and Order Form

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**Purchase of Audio Recording** - An electronic audio recording may be provided on some cases in the Superior Court of California, County of San Bernardino. Copies of electronically recorded proceedings are available on Audio CD for a cost per disc (See the current Fee Schedule). Requests to purchase an Audio CD of the proceeding may be submitted in the clerk's office at the court location where the hearing was held. NOTE: You must download a player from [www.fortherecord.com](http://www.fortherecord.com). There is no charge for this download to hear the audio recording.

According to Title Eight of the California Rules of Court (Rules 8.917, 8.868, 8.835), Landlord/Tenant, Limited Civil, Small Claims, Misdemeanor and Infraction proceedings are not required to be reported by an Official Court Reporter. In order to provide an accurate record of proceedings, the Court uses For the Record<sup>®</sup> (FTR) to produce audio recordings and a copy of the audio recording may be purchased. The court intends to provide Court Reporters for the following case types: Criminal, Child Support and Family Law. **Note: Unlimited Civil matters cannot be Electronically Recorded.**

***Please complete the required information located at the bottom of this notice to request the Audio CD and Audio Clip and/or to request "paper transcripts".***

**Ordering of Paper Transcripts-** If you wish to purchase paper transcripts of electronically recorded proceedings there are additional requirements. **The hearing must have been heard on or after May 06, 2013.** You will need to notify the court with the same information as above. The court will upload the audio clip of your hearing to eScribers. You must contact them within 5 days or sooner and request an estimate for the costs of the transcripts. Once they have prepared the estimate you will be notified by eScribers with the estimate for the costs of the transcripts. You will also be informed of the expected delivery date for the transcripts. The preparation of the transcripts will not begin until they have received your payment. The vendors contact information is: eScribers at: <https://escribers.net/index.php>

I understand and agree that I am under no obligation to purchase a paper transcript but if I do; I am responsible for all costs incurred with the preparation of the transcript and will directly contact eScribers at: <https://escribers.net/index.php>

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***CDs are only held for sixty (60) days after we notify you that your order is ready for pick up. Any order not picked up by the 61<sup>st</sup> day will be destroyed. Refunds will not be made on orders not picked up after notification. A new request will need to be placed and fees paid.***

I am requesting the Audio CD(s) and Audio Clip(s) for case(s) and hearing(s) identified below:

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Case Name: \_\_\_\_\_ Court Location: \_\_\_\_\_

VS

Department: \_\_\_\_\_

Case Number: \_\_\_\_\_

Name of Judge: \_\_\_\_\_

Date(s) of Proceedings: \_\_\_\_\_

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