

Charles H. Ervin  
PRESIDING JUDGE



Ann Mendez  
COURT EXECUTIVE OFFICER

Jason LaChance  
COMMISSIONER

**Superior Court of California, County of Sierra**  
100 Courthouse Square, P.O. Box 476, Downieville, CA 95936  
Telephone: 530-289-3698 Fax 530-289-0205  
Email: superiorcourt@sierracourt.org

### REQUEST FOR ELECTRONIC RECORDING

**Electronic Recording CDs are only available in limited civil cases, misdemeanors, and infractions (GC § 66957)**

**Failure to complete all the requested information will cause significant delay in the completion of your electronic recording request.**

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

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

\_\_\_\_\_

Case Number(s): \_\_\_\_\_

Judge: \_\_\_\_\_

Hearing Date(s): \_\_\_\_\_

Special Instructions: \_\_\_\_\_

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### ELECTRONIC RECORDING REQUESTS FROM ELECTRONIC RECORDING SYSTEMS:

**Copies of electronically recorded proceedings are available for purchase at the rate of \$15.00 per compact disk (CD) and must be paid in advance. Payment options include:**

<b>Check/Money Order</b>	Sierra Superior Court, P.O. Box 476, Downieville, CA 95936
<b>Credit Card</b>	<a href="http://www.sierra.courts.ca.gov">www.sierra.courts.ca.gov</a> (plus a fee to pay by credit card)
<b>Phone</b>	(530) 289-3698 (plus a fee to pay by credit card)

A Request for Electronic Recording Form must be completed. All requests should be made in writing to Superior Court, County of Sierra, P.O. Box 476, Downieville, CA 95936 or email completed forms to [superiorcourt@sierracourt.org](mailto:superiorcourt@sierracourt.org).

Transcripts may be prepared from an electronic recording by a qualified transcriber. The Court does not provide this service.

**CDs will be available for pick-up after seven (7) business days in the clerk's office**