

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 § 69957)**

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:

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:

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

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.

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

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