



BUTTE COUNTY SUPERIOR COURT TRANSCRIPT REQUEST FORM

Please complete this form electronically, check the accuracy of all information before submission, and e-mail your request to transcriptrequest@buttecourt.ca.gov. (Fields in red are required.)

After receiving your request, the court will forward your request to the appropriate Court Reporter. The Court Reporter will provide you with a cost estimate for preparation, the acceptable methods of payment, the length of time it will take to complete, and where you can collect the transcript. Once final arrangements and payment has been made, the Court Reporter will prepare the transcript per your request and notify you upon completion.

Processing time on transcript requests varies depending on the availability of the Court Reporter and the scope of the request. The Court Reporter will contact you directly to facilitate your request.

Requestor Information:

Name	
Phone Number	
E-mail Address	
Law Firm (if any)	

Court Proceeding Information:

Case Name/Defendant Name	
Case Number	
Proceeding Date	
Proceeding Type	
Next Appearance Date	

Additional Comments:

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