

Superior Court of California  
County of Placer  
PO Box 619072  
Roseville, CA 95661-9072  
(916) 408-6153  
Fax (916) 408-6121

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**ITEM REQUESTED**

\_\_\_\_\_ Court Reporter's Transcript  
\_\_\_\_\_ Copy of Reporter's Transcript Already on File

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**REQUESTOR'S INFORMATION**

Requestor's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Requestor's Agency/Law Firm: \_\_\_\_\_  
Requestor's Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

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**TRANSCRIPT INFORMATION**

Court Reporter's Name\*: \_\_\_\_\_  
Case Name: \_\_\_\_\_ versus \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Hearing Date of Proceeding: \_\_\_\_\_ Time: \_\_\_\_\_  
Type of Proceeding: \_\_\_\_\_  
Judge's Name: \_\_\_\_\_ Department Number: \_\_\_\_\_

\*NOTE: Pursuant to Government Code Section **69954**, all requests for court reporter transcripts must be presented to the court reporter. The court reporter will contact you for billing information.

**Please complete this form and fax or mail to:**  
**MARY ANN SWEENEY, Unit Manager**  
**Court Reporters**  
**PO Box 619072**  
**Roseville, CA 95661-9072**  
**Phone: (916)-408-6153**  
**Fax: (916) 408-6121**