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 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.

Please allow one week after your transcript request has been submitted to be contacted by the reporter. If you have not been contacted within one week, please call the Court at (530) 532-7002 and ask to speak to the Supervising Court Reporter, who will be able to assist you with this matter.

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: