

STATE BAR COURT OF CALIFORNIA

TRANSCRIPT AND CD ORDER FORM

Please See Order Instructions Sheet

1. Name	2. Phone Number	3. Date	
4. Mailing Address	5. City	6. State	7. Zip
8. Case Name			
9. Case Number	10. Venue <input type="checkbox"/> Los Angeles <input type="checkbox"/> San Francisco	11. Judge	
12. Request Order <input type="checkbox"/> Transcript <input type="checkbox"/> CD		13. Order for Delivery <input type="checkbox"/> Regular <input type="checkbox"/> Expedited	
14. Date(s) of Proceedings (<i>Specify dates of proceedings for which transcript and/or CD is required</i>)			
Certification By signing below, I certify that I will pay all charges (payment plus additional costs).			
15. Signature		16. Date	

Mail to: EFFECTUATIONS
 State Bar Court of California
 845 S. Figueroa Street
 Los Angeles, CA 90017-2515

For OCTC use only. Authorizing Assistant Chief Trial Counsel: <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between; width: 100%;"> Signature Date </div>

Order Instructions - Transcript, CD

USE: Use this form to order transcripts and CDs of proceedings. Complete a separate order form for each case for which a transcript or CD is requested.

Note: If requesting transcripts for purposes of requesting review, please refer to rule 1311(A) Rules of Practice of the State Bar Court.

COMPLETION: This form has check boxes and fillable text fields so you can fill it out on your computer. Alternatively, you can print the form and then type or print with a ballpoint pen. Complete items 1-16. Do not write in the area labeled "For OCTC use only."

ORDER COPY: Keep a copy of the order for your records.

MAIL OR DELIVER: Mail or deliver the original to EFFECTUATIONS, State Bar Court of California, 845 S. Figueroa Street, Los Angeles, CA 90017-2515.

PAYMENT: The court will notify you of the payment required which may be mailed or delivered to the court. Payment should be made in the form of a money order or personal check. Upon receipt of payment, the court will process the order.

DELIVERY TIME: Delivery time is computed from the date the payment is received. A transcript is will be delivered approximately thirty (30) working days after receipt of the request, including payment.

NOTIFICATION: The court will notify you when the transcript or CD is completed.

BALANCE DUE: If payment is insufficient to cover all of the charges, the court will notify you of the balance due, which must be paid prior to delivery of your order.

SPECIFIC INSTRUCTIONS

ITEMS 1-14. These items must be completed

ITEMS 8-9. Only one case per request form.

ITEM 12. Place an "x" in the box that applies.

ITEM 13. Place an "x" in the box to indicate if a transcript or CD is requested. Be sure that the description is clearly written.

ITEM 15. Sign in this space to certify that you will pay all charges. (This includes the payment plus any additional charges.)

ITEM 16. Enter the date of signing.

For any questions, please call the Effectuations department at the Los Angeles office at (213) 765-1400.