

## GENERAL ORDER INSTRUCTIONS

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

**COMPLETION:** Type or print with a ballpoint pen. Complete items 1-17. Do not write in the shaded areas which are reserved for the court's use.

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

**MAIL OR DELIVER:** Mail the original to Copy of Proceedings, State Bar Court, 845 S.Figueroa Street 3rd Floor, Los Angeles, CA 90017-2515

**DEPOSIT:** The court will notify you of the amount of deposit required which may be mailed or delivered to the court. Deposit should be made in the form of a money order or personal check. Upon receipt of the deposit, the court will process the order.

**DELIVERY TIME:** Delivery time is computed from the date the deposit is received.

**NOTIFICATION:** The court will notify you when the transcript, audiotape, or compact disk is completed.

**BALANCE DUE:** If the deposit 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 - 17.** These items must be completed.

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

**ITEM 13.** Place an "x" in the box that applies.

**ITEM 14.** Place an "x" in the box for each portion requested. List specific date(s) of the proceedings for which a transcript, audiotape, or compact disk is requested. Be sure that the description is clearly written.

**ITEM 15.** CATEGORIES: Only one (1) category of transcript may be ordered.

Ordinary: A transcript to be delivered in approximately thirty (30) working days after receipt of the request, including the deposit.

ORDERING: Place and "x" in the box that applies. Indicate the number of additional copies ordered.

Original: Original typing of the transcript. An original must be ordered and prepared prior to the availability of copies. The original fee is charged only once. The fee for the original includes the copy for the court.

First Copy: First copy of the transcript after the original has been prepared. All parties ordering copies must pay this rate for the first copy ordered.

Additional copies: All other copies of the transcript ordered by the same party.

**ITEMS 16.** Sign in this space to certify that you will pay all charges. (This includes the deposit plus any additional charges.)

**ITEMS 17.** Enter the date of signing.

### QUESTIONS

**Los Angeles:** (213) 765-1400

**San Francisco:** (415) 538-2050