



# The State Bar Court of California

STATE BAR COURT

845 South Figueroa Street, Los Angeles, CA 90017

SBCDisciplineCopies@calbar.ca.gov  
213-765-1400

## TRANSCRIPT AND AUDIO RECORD ORDER

### 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"/> Audio (Flash Drive only)		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 audio record is required</i> )			
Certification By signing below, I certify that I will pay all charges.			
15. Signature	16. Date		

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

or

email to: [SBCDisciplineCopies@statebarcourt.ca.gov](mailto:SBCDisciplineCopies@statebarcourt.ca.gov)

For OCTC use only.

Authorizing Assistant Chief Trial Counsel:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ORDER INSTRUCTIONS—TRANSCRIPT/AUDIO RECORD

**USE:** Use this form to order transcripts and audio records of proceedings. Complete a separate order form for each case for which a transcript or audio record 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, the State Bar Court of California, 845 South Figueroa Street, Los Angeles, CA 90017-2515, or email to [SBCDisciplinecopies@statebarcourt.ca.gov](mailto:SBCDisciplinecopies@statebarcourt.ca.gov).

**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 will be delivered approximately 30 working days after receipt of payment. An audio record will be delivered approximately seven days after receipt of payment.

**NOTIFICATION:** The court will notify you when the transcript or audio record 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 audio record 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 unit at 213-765-1400.