

ATTORNEY OR PARTY WITHOUT ATTORNEY STATE BAR: NAME: FIRM NAME: STREET ADDRESS: CITY AND ZIP CODE: E-MAIL ADDRESS: ATTORNEY FOR (NAME):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO STREET ADDRESS: MAILING ADDRESS: 400 MCALLISTER STREET, ROOM 103 CITY AND ZIP CODE: SAN FRANCISCO, CA 94102 BRANCH NAME:	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	
REQUEST FOR COURT REPORTING OR ELECTRONIC RECORDING	CASE NUMBER:

Requesting Party: _____

Date Fee Waiver Granted: _____

Date of Proceedings: _____

Estimated length of trial – I estimate that the trial will take (*check one*):

- a. days (*specify number*) _____
- b. hours (*specify if estimated trial is less than one day*) _____

Time (*for hearings*): _____ Department: _____

Explanation of Procedure

1. In view of the *Jameson v. Desta* decision, this request is for fee waiver recipients who desire a verbatim record of a trial court proceeding.
2. Requesting Party must notify the court in writing by filing this form.
3. This form must be received within the following time perimeters:
 - a. Unlawful Detainer Matters – five (5) days before the trial court proceeding.
 - b. Civil and Probate – two (2) weeks before the trial court proceeding.
4. Failure to make the request within the required time perimeters listed above may result in the court’s inability to honor your request in a timely matter, on the day of your hearing.
5. Party must lodge a courtesy copy of the request per LRSF 2.7(b).

Date: _____

Printed Name

Signature of Party or Attorney