

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):   TELEPHONE NO.: _____ FAX NO. (Optional): _____ EMAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO</b> <input type="checkbox"/> CENTRAL DIVISION, CENTRAL COURTHOUSE, 1100 UNION ST, SAN DIEGO, CA 92101 <input type="checkbox"/> CENTRAL DIVISION, HALL OF JUSTICE, 330 W. BROADWAY, SAN DIEGO, CA 92101 <input type="checkbox"/> EAST COUNTY DIVISION, 250 E. MAIN ST., EL CAJON, CA 92020 <input type="checkbox"/> NORTH COUNTY DIVISION, 325 S. MELROSE DR., SUITE 1000, VISTA, CA 92081 <input type="checkbox"/> SOUTH COUNTY DIVISION, 500 3RD AVE., CHULA VISTA, CA 91910	
PLAINTIFF(S) / PETITIONER(S)	JUDGE
DEFENDANT(S) / RESPONDENT(S)	DEPT
<b>REQUEST FOR COURT REPORTER BY A PARTY WITH A FEE WAIVER</b>	CASE NUMBER

A party who has been granted a waiver of court fees and costs may request the services of an official court reporter for a proceeding for which a reporter is not normally available and for which electronic recording is not provided. See Policy Regarding Normal Availability and Unavailability of Official Court Reporters (SDSC Form #ADM-317), available on the court's website, for information.

A request must be made for each proceeding for which a reporter is requested, and must be filed with the clerk at least 10 calendar days before the date set for the proceeding, or at the time the proceeding is scheduled if less than 10 days away. Failure to comply with this request procedure may result in the court being unable to provide a court reporter or a continuance of the hearing. Party(ies) to the case who do not qualify for a waiver of court fees and costs will be responsible for a pro rata share of the fees. Note: Unless otherwise required by law, the court is generally not obligated to provide court reporter transcripts free of charge to a party who has been granted a waiver of court fees and costs.

If eligible, the court will try to schedule a court reporter for the date/time of the court proceeding but cannot guarantee that one will be available. Given the general unavailability of official court reporters, notice of the availability of a court reporter will not be given until the day of the trial or hearing.

**REQUEST**

I, \_\_\_\_\_, had a waiver of court fees and costs approved by the court on \_\_\_\_\_ (date), and I request an official court reporter for  trial  hearing on \_\_\_\_\_ (date) at \_\_\_\_\_  a.m.  p.m. in Dept. \_\_\_\_\_.

Date: \_\_\_\_\_ \_\_\_\_\_ Signature

**FOR OFFICE USE ONLY**

- Approved fee waiver on file and case-type is eligible. Office of Court Reporting Services notified of request.
- No approved fee waiver on file and/or case-type not eligible for reporter.