DAVID W. SLAYTON
EXECUTIVE OFFICER / CLERK OF COURT

111 NORTH HILL STREET
LOS ANGELES, CA 90012-3014

Superior Court of California
County of Los Angeles

Instructions for Requesting an Audio File for a Writ

For misdemeanors, infractions, and limited civil cases where the record was captured electronically, you may request a copy of the audio record upon filing a writ with the court. Follow the steps below:

1. **Visit the Court's Website**
   Go to www.lacourt.ca.gov.

2. **Navigate to Transcripts and Recordings**
   - Under the "General Info" tab, click on "Transcripts & Recordings."
   - In the "Transcript Requests and Court Reporter/Electronic Recording Information" section, look for the box labeled "Access My Transcript or Recording."
   - In the "Transcripts: Court Reporting and Electronic Recording" section, click on the box "How do I Request the Electronic Recording for my Writ?"

3. **Complete the Request for Electronic Recording of Oral Proceedings as Supporting Document to Petition for Writ Proceedings Form (SCLAC APP 155)**
   - Ensure that all required fields are filled out accurately.

4. **File your Request with the Court**
   - You may also submit your request, form SCLAC APP 155 in person at 111 N. Hill St., Los Angeles, CA 90012 – Appellate Division, 6th Floor, Room 607.

5. **Submit a Copy of the Request for Electronic Recording of Oral Proceedings as Supporting Document to Petition for Writ Proceedings with your Petition for Writ or the email confirming receipt of your electronic request.**
   - Submit a copy of the request with your Petition for Writ which notifies the Appellate Division to utilize the electronic recording as a supporting document. If you submitted your request electronically, attach the confirmation email to your petition.
   - The court's Electronic Recording vendor will provide the necessary access to the audio file of the recording to the judicial officers.

6. **Receive and Access Your Audio File**
   - Once your request has been processed, you will receive an email with a link for the requested audio as an MP3 file.
   - The audio file link will be sent to all other parties and the Appellate Division.

For additional assistance requesting an audio file for a writ, please contact the following: AOFTRProcessing@lacourt.ca.gov.