NAME AND ADDRESS OF ATTORNEY OR PARTY WITHOUT ATTORNEY:	STATE BAR NUMBER	*FOR COURT USE ONLY*
TELEPHONE NO.: OR (either a telephone number or e-mail address is required) E-MAIL ADDRESS : ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES		
COURTHOUSE ADDRESS:		
CASE NAME:		
REQUEST FOR VERBATIM RECORD CREATED BY ELECTRONIC RECORDING		CASE NUMBER:

1. I am a party or an attorney for a party in the above referenced case. (This form is not to be used for non-party requests (see General Order 2026-016-00 § 3(C)): forms submitted by non-parties will not be processed.)

2. I request that the electronic recording of the proceeding (e.g., trial, hearing, conference) held on [Date] _____ and [Time] _____ in this case be the official verbatim record of the proceeding. (A separate request form must be submitted for each proceeding for other dates and times.)
3. To the best of my recollection, I declare that an official court reporter or official court reporter pro tempore was not present to report the proceeding and that (check the below box as applicable):

☐ I was unable to reasonably afford to hire a private court reporter for the proceeding(s) noted above;

☐ Despite reasonable diligence, I was unable to secure the presence of a private court reporter for the proceeding(s) noted above because a private court reporter was not reasonably available.

4. I acknowledge that, if this request is approved, the electronic recording will serve as the official verbatim record of the proceeding and will be available for purchase. The recording may be converted into a transcript. I further acknowledge that parties are not entitled to a free copy of the recording or transcript, even with an approved fee waiver. (To learn how to purchase the recording or transcript, please visit https://www.lacourt.ca.gov/pages/lp/transcript-requests-and-court-reporter-electronic-recording-information/cp/access-my-transcript-or-recording.)

I/We declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this_____day of_____, 20 ____, at_____.
(City and State)

_____
Party/Attorney Name

_____
Signature