

**SUPERIOR COURT OF CALIFORNIA • COUNTY OF FRESNO
CIVIL, CRIMINAL, PROBATE, AND TRAFFIC RECORDED PROCEEDINGS**

**Request For Copies of Cassette Tapes/Compact Discs
-Verify this matter was recorded before accepting any money-**

Today's Date: _____ Case Name: _____
Dept/Courtroom: _____ Case No: _____ Tape/CD No(s): _____
Date(s) of Hearing(s) _____
Requested by: _____ Phone Number: _____
Full Name

Address: _____

You may include a prepaid self-addressed mailer with your request and the tape/CD will be sent to you when completed.

The Court will notify you by phone when the request has been completed. If you have any questions, please call (559) 457-1741.

For all requests submitted at the main courthouse, all completed tapes/CD copies are to be picked up at _____

Any tape/CD copy not picked up within 6 weeks of notification will be destroyed.

**COST: \$25 per hearing for copies of Compact Discs (CD)
 \$10 per hearing for copies of Cassette Tapes**

FEEES MUST BE PAID IN THE APPLICABLE CLERK'S OFFICE (CIVIL, CRIMINAL, PROBATE, OR TRAFFIC) BEFORE YOUR REQUEST WILL BE PROCESSED.

Make checks payable to Fresno County Superior Court.

(Clerk's Office Use Only)

DATE RECEIVED: _____ **By:** _____

(Print Name)

Number of hearings: _____ Total fee paid: _____, Receipt # _____

Copy of Minute Order(s)/Register of Actions attached (REQUIRED) (Receipt must be attached)

No fees due – Approved Waiver of Additional Court Fees and Costs on file.

Time Sensitive: _____

(Reason)

Mailer Provided

Forward to: Court Executive Secretary, Administration – 1M Level

(Administrative Use Only)

Date Received: _____ Initials: _____ Tape/CD No.: _____ Completed: _____
(Date)

Comments: _____

Date(s) Customer notified: _____

Date Copy Destroyed: _____

(Acknowledgement of Receipt)

Date Received: _____ Received By: _____