

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO HALL OF JUSTICE – 400 COUNTY CENTER, REDWOOD CITY, CA, 94063 NORTHERN BRANCH – 1050 MISSION ROAD, SOUTH SAN FRANCISCO, CA 94080 JUVENILE BRANCH – 222 PAUL SCANNELL DRIVE, SAN MATEO, CA 94402 CENTRAL BRANCH – 800 NORTH HUMBOLDT STREET, SAN MATEO, CA 94401	FOR COURT USE ONLY
Plaintiff(s)/Petitioner(s):	
Defendant(s)/Respondent(s):	DEPT:
REQUEST FOR AN OFFICIAL COURT REPORTER FOR CIVIL COURT PROCEEDINGS	CASE NUMBER(S):

In accordance with California Rules of Court Rule 2.956, a party requesting an official court reporter must file this Request for an Official Court Reporter. The request must be filed at least 10 calendar days prior to the hearing or trial date for which you are requesting an official court reporter. The Court will inform the requesting attorney or self-represented litigant by way of email at least 5 calendar days prior to the hearing or trial date if an official court reporter CANNOT be provided. **If you do not receive an email notification from the Court at least 5 calendars days prior to the hearing or trial date, it means that an official court reporter will be provided.**

Date(s) of Hearing or Trial:

Time(s) of Hearing or Trial:

Requesting Party: Plaintiff Defendant Other

Name of Attorney or Self-Represented Litigant:

Email:

Phone Number: