

# LOS ANGELES SUPERIOR COURT

## INSTRUCTIONS FOR COMPLETING PAYEE DATA RECORD FORM FOR PAYMENT OF COURT REPORTER CIVIL APPEAL TRANSCRIPTS

This form is required to obtain a vendor number which will enable the Los Angeles Superior Court (L.A.S.C.) to pay an Official Court Reporter/Reporter Pro Tempore for appeal transcripts. If you are submitting an invoice ([Affidavit for Release of Funds and Request for Payment of Reporter's Transcript on Appeal](#)) with L.A.S.C. for the first time, you must complete this form and submit it to Court Reporter Services for processing. Without this information, the Court cannot pay you for your transcripts.

Complete Sections 2 through 5 of the [Payee Data Record Form](#).

**Please write legibly.**

You may fax the form to Court Reporter Services at (562)753-0021.

Payments for transcripts submitted will be delayed until the form is returned to Court Reporter Services for processing with the Judicial Council of California.

Court Reporter Services will notify you of your vendor number when it is received. **You must use your vendor number on all future invoices.**

When submitting an invoice ([Affidavit for Release of Funds and Request for Payment of Reporter's Transcript on Appeal](#)), you must use a unique and different "Invoice Number" per transaction. Payment will be held if two invoices bearing the same invoice number are submitted.