

## INSTRUCTIONS FOR ORDERING TRANSCRIPTS BY VOICEMAIL FROM A LASC COURT REPORTER

If you would like to order a transcript of a courtroom proceeding from a LASC Court Reporter you may do so by contacting the court reporter utilizing the voicemail link below. Please allow 48 hours for a response.

Prior to placing your request, you will need the following information:

- Your name and phone number and/or email address
- The full case name and number
- The court location and department number where the proceedings were held (e.g. Long Beach Courthouse, Department A)
- The date(s) of the proceeding(s) you need transcribed
- Provide specific details on transcription request, such as, entire proceeding, Court's order, or the name of a specific witness or witnesses

Leave a voicemail message for the court reporter by calling (213) 687-5780. When you hear the main greeting, press \* to access the voice-assisted directory.

[Voicemail Directory](#)

If you do not know the name of the court reporter, please place an online request:

[Online Request](#)

## ORDERING A TRANSCRIPT OF A JUVENILE PROCEEDING

If you would like to order a transcript of a juvenile proceeding, please click request below:

[Order a Transcript of a Juvenile Proceeding](#)

## ORDERING TRANSCRIPTS FROM REPORTERS PRO TEMPORE

Court Reporters Pro Tempore are privately retained through court reporting firms, attorneys or individuals to report and transcribe civil matters (Family Law and Probate matters are reported by Los Angeles Superior Court Reporters). You may access the Court Reporters Pro Tempore directory by clicking the link below:

[Court Reporters Pro Tem Directory](#)

If you cannot locate the name of the Court Reporter Pro Tem in the directory, please contact the California Court Reporters Board by clicking the link below:

[California Court Reporters Board](#)