

Instructions for Ordering Transcripts by Voicemail

If you would like to order a transcript of a courtroom proceeding from a Los Angeles Superior Court Official Court Reporter (not a Reporter Pro Tempore), you may do so by contacting the Court Reporter using the voicemail system.

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.

You can also view a voicemail directory at the official LA Court website under the *General Information* category within the *Court Reporter* section.

Only current LASC court reporter employees are listed in the Official Court Reporter Voicemail directory.

Please note: For a transcript of a juvenile proceeding, a [Request For Special Transcript And Order](#) form must be completed and approved by the juvenile court.

Please include the following information for all requests:

- 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 name of reporter (if known)
- The date(s) of the proceeding(s) you need transcribed
- Provide any details of what you would like to be transcribed, such as specific witnesses, testimony, or Court order

Please allow at least 48 hours for the court reporter to return your message. Court reporters are working in the courtroom during the day.

If you do NOT know the name of the court reporter:

Contact Court Reporter Services to request assistance. You may call our office Monday through Friday between the hours of 8:30 a.m. to 10:30 a.m. and 1:30 p.m. to 3:30 p.m. Our telephone number is 213-745-3183.

Ordering transcripts from Reporters Pro Tempore

Pro Tempore court reporters are contracted privately or through court reporting firms to record and transcribe civil matters (court reporters are provided by the Court for Family Law and Probate matters).

Court Reporter Services does not maintain records or contact information for Pro Tempore court reporters and cannot assist with transcript requests for them. Contact the Pro Tempore court reporter or their agency directly to request transcripts.