

**Superior Court of California,  
County of Los Angeles**

**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 Superior Court of California, County of Los Angeles (Court) 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 the Court for the first time, you must complete this form and submit it to [AskAccountsPayable@lacourt.org](mailto:AskAccountsPayable@lacourt.org) for processing. Without a vendor number, the Court cannot issue payment for transcripts.

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

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.

All questions related to this form should be sent to [AskAccountsPayable@lacourt.org](mailto:AskAccountsPayable@lacourt.org).