

<b>Superior Court of California,</b> <b>County of Kings</b> <b>1640 Kings County Drive</b> <b>Hanford, CA 93230</b> <a href="http://www.kings.courts.ca.gov">www.kings.courts.ca.gov</a> (559) 582-1010	
VS.  Plaintiff / Petitioner,  Defendant / Respondent.	
<b>REQUEST FOR A COURT REPORTER IN CIVIL COURT PROCEEDINGS</b>	<b>Case No.:</b>

A party requesting a Court Reporter must file this request with the Court ten (10) calendar days before the proceeding for which a Court Reporter is desired, or as soon as is practicable. The Clerk will notify the parties, as soon as possible, if a Court Reporter will not be available on the date of the scheduled hearing. Given the limited availability of Court Reporters, and the need to provide them in case types where a Court Reporter is mandated by statute, notice of the availability of a Court Reporter may not be given until the day of the trial or hearing and may result in a continuance of the matter, if there is no Court Reporter available.

A party who has been granted a waiver of court fees and costs, may request the services of a Court Reporter pursuant to California Rules of Court, Rule 2.956(c)(2). The request should be made by filing a request for a Court Reporter, by a party with a fee waiver (Form FW-020). If eligible, the Court will attempt to schedule a Court Reporter for the date/time of the court proceeding, however, it cannot guarantee that one will be available.

**REQUEST**

☐ I, \_\_\_\_\_, am requesting an official Court Reporter for (see below):

☐ I, \_\_\_\_\_, have a waiver of court fees and costs, approved by the Court on (date) \_\_\_\_\_

and request a Court Reporter for (see below):

Date of Hearing or Trial:  
Time of Hearing or Trial:  
Requesting Party: ☐Plaintiff      ☐Defendant      ☐Other  
Name of Attorney or Self-Represented Litigant:  
Email:  
Phone Number:

Date:\_\_\_\_\_

\_\_\_\_\_

Signature

☐Approved    ☐Denied

Date:\_\_\_\_\_

\_\_\_\_\_

, Judge  
**Kings County Superior Court**