

**Superior Court of California
County of Alameda**

**REQUESTS FOR AUDIO RECORDINGS OF COURT PROCEEDINGS
INSTRUCTIONS AND INFORMATION**

INSTRUCTIONS

There are two ways to submit a request for an audio recording of a court proceeding:

1. In-person in the Clerk's Office where the hearing took place.
 - a. For address and location information visit our Court Locations & Contact Information page: _____ → 
 - Complete the Request for Audio Recording of Court Proceeding form and bring it with you: _____ → 
 - b. Pay the \$25 fee by credit card, cash or check in the Clerk's Office.
 - c. Provide a self-addressed, stamped envelope if you wish to have the recording mailed to you.
2. By mail.
 - a. Complete the Request for Audio Recording of Court Proceeding form: _____ → 
 - b. Include a check for the \$25 fee made payable to the "Clerk of the Court".
 - c. Include a self-addressed, stamped envelope if you wish to have the recording mailed to you.
 - d. Write: REQUEST FOR AUDIO RECORDING on the outside envelope.
 - e. Mail the completed form, check and self-addressed, stamped envelope to the Clerk's Office where the hearing took place.
 - f. For mailing address and location information visit our Court Locations & Contact Information page: _____ → 

IMPORTANT INFORMATION

Only some court proceedings are recorded. If you are unsure if a court proceeding was recorded, check the minute order from that hearing. Some case records can be viewed through the eCourt Public Portal: _____ → 

Recordings are provided on removable media only. For example, on CDs or USB flash drives.

To listen to recordings users must download the Liberty Recording Player application. Follow this link for information about Liberty Recording Player and to download the application: → 

The fee for each recording is \$25 per request, per hearing date and must be paid in advance.

Multiple requests for the same hearing will require a fee for each request.

Requestors will be notified by email or phone when the recording is ready for pickup. If a self-addressed, stamped envelope was included, the recording will be mailed promptly when ready.

Most recordings are available within 3-4 weeks.

<https://www.alameda.courts.ca.gov/online-services/liberty-court-recordings-information>