

County of San Bernardino Civil Service Commission
175 W. Fifth Street, 2nd Floor San Bernardino, CA 92415-0410
(909) 387-5862 * (909) 387-5863 Fax
CivilSvcCommission@sbcounty.gov

REQUEST TO PURCHASE COURT REPORTER HEARING TRANSCRIPTS

(Please Return This Form to the Civil Service Commission)

County of San Bernardino Personnel Rule 11.19 – Recording of Hearings

All hearings shall be audio-recorded only by the Commission or the representative of the Commission. The representative of the Commission will provide a copy of the audio recording at no cost to the representative of the appellant and/or the representative of the County upon their request. Either party may request that the Commission provide a certified shorthand reporter to attend the hearing. Costs for transcripts shall be borne by the party requesting the transcript. If both parties request transcripts, the costs of the transcripts shall be borne equally.

Case Name: _____ Case File # _____

Hearing Date(s) You Consent to Purchase

Date	Date	Date	Date	Date	Date

Pursuant to Rule 11.19 of the Personnel Rules, the following party hereby requests the purchase of transcripts of the court reporter in the above matter.

_____ Date _____ Representative's Signature _____ Print Name _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone # (____) _____ Email Address: _____

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If you do not wish to purchase transcripts and would like a copy of the audio, please check this box