

TRANSCRIPT ORDER FORM

To order a copy of the transcript, please fill out this form in its entirety and return it to the Hearing Officer presiding over the hearing. If the Hearing Officer presiding over the hearing is unavailable, e-mail the order form to PERBPortal@perb.ca.gov and a copy will be sent to the transcriber.

The transcript cost is \$2.35 per page. Upon completion, transcripts will be sent by e-mail and/or mail directly from the transcription company to the party specified below.

You may cancel your transcript order within 7 calendar days following the submission of this order form. Charges will not be rescinded, including due to settlement or withdrawal, for transcripts already prepared and/or received. Forward cancellation requests to PERBportal@perb.ca.gov and the transcriber will be notified immediately (during work hours of 8 am to 5 pm).

Case Name: _____

Case No.: _____

All Hearing Dates: _____ Specific Date(s) of Hearing: _____

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1. **The undersigned hereby requests only a digital copy of the transcript(s) for the date(s) of hearing listed above in the above entitled case at a cost of \$2.35 per page.**
 2. **The undersigned hereby requests both a physical printed copy and a digital copy of the transcript(s) for the date(s) of hearing listed above in the above entitled case at a cost of \$2.35 per page plus printing, shipping and handling fees. The digital copy will be provided without additional cost.**

Mail Transcripts and Invoice to: (Please print clearly or attach your business card)

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Motions to correct alleged errors in the transcript must be filed with PERB within 20 calendar days from service of the transcript. Failure to file a timely motion will be deemed a waiver of objection to the accuracy of the transcript. (PERB Regulation 32209.)

Signature: _____ **Title:** _____

Print Name: _____ **Date:** _____