801 Capitol Mall Sacramento, CA 95814 | www.spb.ca.gov

Governor Edmund G. Brown Jr.

COURT REPORTER REQUEST FORM

† Appellant Name:	† SPB Case No:	† Date:

† Name of Person Submitting Request:	† Phone Number:	
† Street Address: (line one)		
† Street Address: (line two)		
† City:	† State:	† Zip Code:

† Location of Hearing:	† Date of Hearing:

† Please provide a statement of good cause in support of your request: *(attach additional pages as needed)* *

☐ Additional Pages Attached

** A definition of good cause may be found in Cal. Code Regs., tit. 2, § 51.2 (v)* *† Denotes required field*

Requests for a certified court reporter are subject to the approval of the Chief ALJ or his or her designee. Court recorders will be retained by the SPB, however, all expenses will be borne by the person making the request. Additionally, the SPB will require a copy of the court reporter's transcript.

Please submit this completed form via email to appeals@spb.ca.gov. This form may also be submitted via regular mail to the State Personnel Board, Appeals Division, 801 Capitol Mall, Sacramento, CA 95814 or by fax to (916) 654-6055.

I declare, under penalty of perjury that the contents of this form are true and correct to the best of my knowledge, and that this declaration was executed on the date and at the location indicated below.

Signature: **Date:** **Location:**

Electronic signature accepted pursuant to Cal. Code of Regs., tit. 2, § 52.1 (c)

Submit