



FTR TRANSCRIPTS

SUPERIOR COURT OF CALIFORNIA,
COUNTY OF LOS ANGELES (LASC)

28 JUNE 2019

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Introduction

About this guide

This guide describes how **attorneys and litigants** order transcripts of proceedings for limited jurisdiction and civil cases including small claims, debt collection, unlawful detainers, and traffic offenses for Superior Court of California, County of Los Angeles (LASC).

This guide is for transcript orders with the option of adding electronic recordings.

Electronic recording only requests can be ordered via fortherecord.com/la/ or log in to the FTR Platform directly at app.fortherecord.com

Please note: on the online ordering portal, electronic recordings are referred to as audio or audio recordings.

Get started

Go to transcript.fortherecord.com/FTROrder to directly open the transcript order form, or click on the **Order a transcript** button at fortherecord.com/la/.

You will be prompted to register for an account during the ordering process, or to enter your log in details if you have previously registered.

Once registered you can log in directly to your account via transcript.fortherecord.com/ and use the **Order Transcript** button located at the top of the page.

Create an order

Your name

Enter your first and last name. This allows us to correctly identify individuals who may be using shared accounts. This is common where a Clerk is ordering on behalf of a Judicial Officer.

Courthouse

Select the courthouse where the case was heard.

Department

Select the department (courtroom) in which the case was heard.

Judicial officer

Enter the name of the Judge, Temporary Judge or other Judicial Officer who presided over the proceedings. If you do not know who presided on this date, note this instead as 'unknown'.

Case number and title

Include the case title from the minute order. This will assist FTR to quickly identify the case.

Appearance information

Enter the names of counsel, witnesses, other litigants or parties. These details assist greatly in ensuring that names and key terms are accurate and complete in the finished transcript.

Your Name
<hr/>
Courthouse
-- Select an Option --
▼
Department
-- Select an Option --
▼
Judicial Officer
The Judge, Temporary Judge, or other Judicial Officer who presides over the court event. If unknown, type 'Unknown'.
<hr/>
Case Number
The docket number for your case. This will be a code of both letters and numbers, e.g. 18STCV01211.
<hr/>
Case Title
The title of your case, e.g., 'State of California vs. Thomas Jones'.
<hr/>
Appearance Information
<hr/>
Please provide the names of the attorneys or the parties who appeared in this case.

Upload files

Upload one or more supporting documents in PDF, Word, or TXT format.

Files to Upload

[SELECT FILES](#) [UPLOAD](#)

File Type	File Name	Action
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Please attach a copy of your minute order, list of agreed terms, complaint, citation, courtesy notice, response, or any other case documentation provided by the court to help us locate your record.

First, click on the **SELECT FILES** button to browse and attach your documents.

Once all files have been selected, click on the **UPLOAD** button to finalize. The upload was successful if the status bar turns blue.

Files to Upload

[SELECT FILES](#) [UPLOAD](#)

File Type	File Name	Action
application/vnd.openxmlformats-officedocument.wordprocessingml.document	Minute Order.docx	Remove File Read!

Please attach a copy of your minute order, list of agreed terms, complaint, citation, courtesy notice, response, or any other case documentation provided by the court to help us locate your record.

If the incorrect document has been attached, select **Remove** prior to continuing through the order process

Register for an account

Attorneys, litigants or a member of the public requesting a transcript are prompted to create an account as they progress through the ordering process.

Account creation is instant, and allows access to an account summary page, which shows the status of all transcript requests placed by the user.

Already have an account? [LOGIN](#)

Registration

Registering an account with For The Record is a one-off process that gives you access to all of your transcript orders, and lets you create and place orders in less time.

Note: All fields are mandatory

First Name

Last Name

Phone

Email Address

Time Zone
(GMT-07:00) America/Los_Angeles

Password

Confirm Password

Existing account

If you have not already logged in or registered for an account, you will be prompted to do so. Clicking on the icon in the password field will make the text readable.

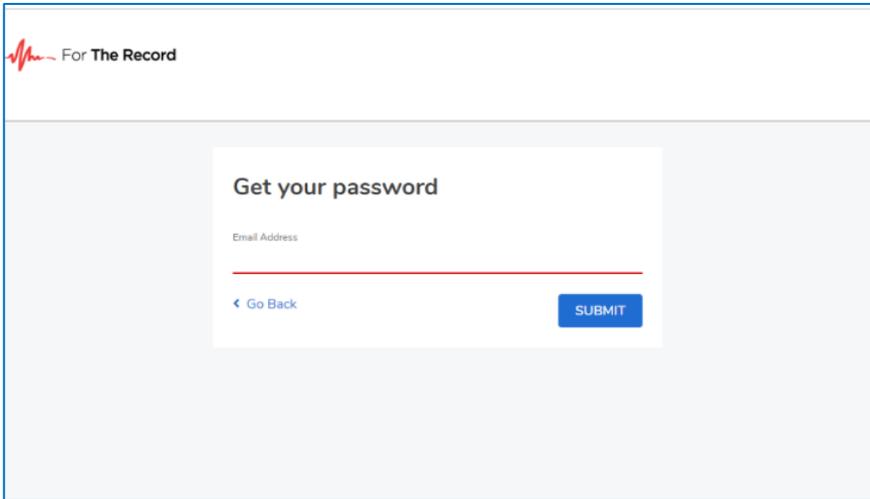

[LOGIN](#)
[Forgot your password?](#)

OR

[REGISTER NOW ▶](#)
[◀ Go Back](#)

Reset your password

If you forget your password, simply click the **Forgot your password?** link and you will be directed to the password recovery page.



The screenshot shows a web page with the 'For The Record' logo in the top left corner. The main content is a white box titled 'Get your password'. Inside this box, there is a label 'Email Address' above a red horizontal line representing an input field. Below the input field, there are two buttons: a blue link with a left-pointing arrow and the text 'Go Back', and a blue rectangular button with the text 'SUBMIT' in white capital letters.

Enter your email address (this will also be your username) and press **Submit**. The system will send you a link to reset your password.

Enter order details

Enter the court date you wish to order the transcript for. Specify the exact case session times, or if unknown, select a full or half day duration for the transcript.

Order a transcript

Order Details Account **Delivery Details**

Transcript 1

Hearing Date



Exact times known?

Yes No

TIMEFRAME

Start Time (Hour : Minute)

00 ▾ 00 ▾

The time your transcription session begins.

End Time (Hour : Minute)

00 ▾ 00 ▾

The time your transcription session ends.

[ADD ANOTHER TIMEFRAME +](#)

Request multiple timeframes from the same day.

OR

Order a transcript

Order Details Account **Delivery Details**

Transcript 1

Hearing Date

 06/27/2019

Exact times known?

Yes No

Select Duration

Full Day

Half Day

Complete delivery details

Turnaround

Select the turnaround to which the order will be produced. Orders received after 3PM Pacific Time will commence their turnaround from the following morning.

Printed copies

Select the number of printed copies of the transcripts to be delivered .

Request audio

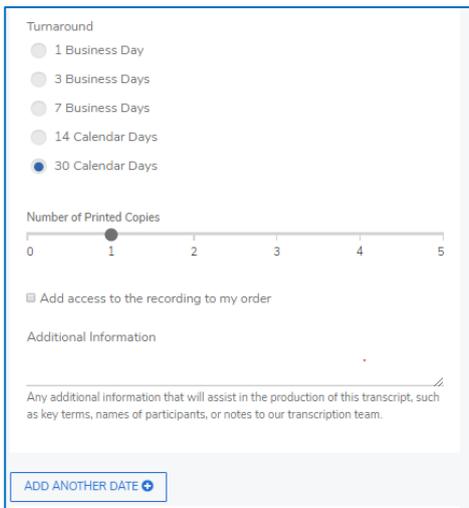
If access to the electronic recording is required in addition to the written transcript, this can be requested by selecting the recording checkbox under printed copies.

Additional information

Add any additional information that will assist with transcript production here. This could be key terms or correct spelling of names.

Order multiple transcripts

Choose to order multiple transcripts for separate court dates if required. To do this, select **Add Another Date** after completing the delivery details for the initial transcript.

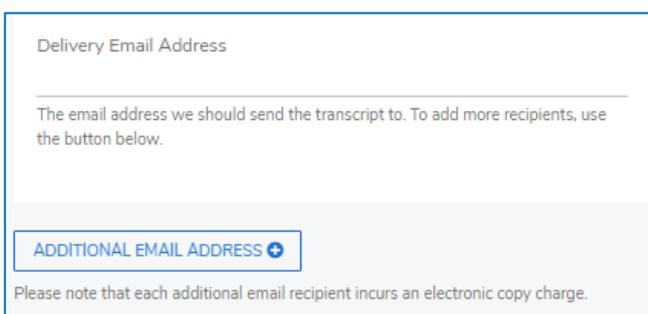


The screenshot shows a form with the following sections:

- Turnaround:** Radio buttons for 1 Business Day, 3 Business Days, 7 Business Days, 14 Calendar Days, and 30 Calendar Days (selected).
- Number of Printed Copies:** A slider control set to 1, with a scale from 0 to 5.
- Add access to the recording to my order:** An unchecked checkbox.
- Additional Information:** A text area with a placeholder: "Any additional information that will assist in the production of this transcript, such as key terms, names of participants, or notes to our transcription team."
- ADD ANOTHER DATE:** A blue button with a plus icon.

Delivery email

The **Delivery Email Address** field will be pre-populated with your email address. Additional recipients can be added using the **Additional Email Address+** button.



The screenshot shows a form with the following sections:

- Delivery Email Address:** A text input field with a pre-populated email address.
- Text:** "The email address we should send the transcript to. To add more recipients, use the button below."
- ADDITIONAL EMAIL ADDRESS:** A blue button with a plus icon.
- Text:** "Please note that each additional email recipient incurs an electronic copy charge."

Note: FTR will deliver the transcript directly to **all** email addresses provided.

Update order details

To return to a previous step in the order form and change the details of the request, use the **Edit** links in the order summary on the right-hand side of the screen.

Order Summary	
ORDER DETAILS	Edit
Your Name	First Last
Court/Tribunal	Superior Court of the County of Los Angeles
Courthouse	Alhambra
Department	3
Presiding	
Matter Number	
Matter Title	
Appearance Information	
Total Estimated Cost	:
TRANSCRIPT 1	Edit
Date	06/27/2019
Turnaround	30 Calendar Days
Transcript Comments	
Timeframe 1	Full Day
Estimated Price	
DELIVERY DETAILS	
Order Comments	
Delivery Email Address	

Confirm order

Confirm payment information to finalize the order. Once complete, you will receive an email confirming your order number.

<h3>Billing</h3> <p>Please select a method of payment.</p> <p>Payment Method -- Select an Option --</p> <p>Your total estimated amount will be charged when you submit the order.</p> <p><input type="checkbox"/> I agree to my personal data being collected for the purpose of providing this order, and accept the Terms and Conditions of Service.</p> <p>Cancel Order Finished with order? CONTINUE</p>	<h3>Order Summary</h3> <p>ORDER DETAILS Edit</p> <p>Your Name First Last</p> <hr/> <p>Court/Tribunal Superior Court of the County of Los Angeles</p> <hr/> <p>Courthouse Alhambra</p> <hr/> <p>Department 3</p> <hr/> <p>Judicial Officer Test</p> <hr/> <p>Matter Number 112233</p> <hr/> <p>Matter Title Test v Test</p> <hr/> <p>Appearance Information TEST</p> <hr/> <p>Total Estimated Cost \$ 702.50</p> <hr/> <p>TRANSCRIPT 1 Edit</p> <p>Date 06/28/2019</p> <hr/> <p>Turnaround 30 Calendar Days</p> <hr/> <p>Transcript Comments</p> <hr/> <p>Timeframe 1 Full Day</p> <hr/> <p>Estimated Price \$ 702.50</p> <hr/> <p>DELIVERY DETAILS</p> <p>Order Comments</p> <hr/> <p>Delivery Email Address</p> <hr/>
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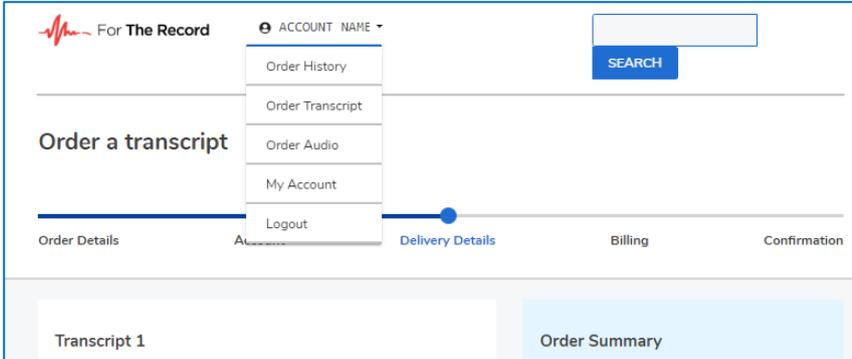
The estimated cost can be seen prior to submission on the right-hand side of the form or above the delivery comments and email section when completing your delivery details.

Estimate	
Transcript Date	Estimated Cost
06/28/2019	\$ 702.50
Total	\$ 702.50
Delivery Comments	
<hr/> <p>Any comments or special requests relating to the delivery of your order.</p>	

Check order history

You can log in directly to your account via <https://transcript.fortherecord.com/>.

Your completed orders are available on the **Order History** page. You can access this at any time by clicking on the drop-down menu next to your name at the top of the form.



To see a full list of hearings, timeframes and estimated charges for each order, click on the order number hyperlink.

Order History					ORDER TRANSCRIPT ▶	ORDER AUDIO ▶
Order #	Case Number	Hearing Date	Ordered	Status		
Q-734358	Test	6/19/2019 (30 Day), 6/20/2019 (30 Day)	06/18/2019 00:21	Pending	PLACE SIMILAR ORDER	

1 of 1

Order Details

Order #	File #	Title	Ordered	Status	
O-734358	Test	Test	6/18/2019 10:21 AM	Pending	PLACE SIMILAR ORDER ▶

Order Details (O-734358)

Court/Tribunal	Superior Court of the County of Los Angeles	Payment Method	MasterCard
Ordered By	Timothy Steele	Delivery Email Address	
Ordering on Behalf of		Additional Recipients	
Presiding	Test	Comments	
Estimate Required	Yes	Total Estimated Price	\$ 491.25

Hearing Details 6/19/2019 (H-1001937)

Registry	Inglewood	Delivery Status	Delivery Pending (On track)
Room	Courtroom 203 Level 2	Delivered	Yet to be Delivered
Transcript Type	Hearing	Invoiced	Yet to be Invoiced
Transcript Comments		Estimated Price	\$ 438.75
Delivery Due			

Hearing Details 6/20/2019 (H-1001938)

Registry	Inglewood	Delivery Status	Delivery Pending (On track)
Room	Courtroom 203 Level 2	Delivered	Yet to be Delivered
Transcript Type	Hearing	Invoiced	Yet to be Invoiced
Transcript Comments		Estimated Price	\$ 438.75
Delivery Due			

Keep track of order status

You can determine the progress of your order by reviewing the status.

ORDER STATUS	STAGE
Pending	Saved order, with the Court for confirmation
New	Approved order, FTR identifying the audio recording required for transcription purposes
In Progress	With FTR's audio transcribers and court reporters
Delivered	Electronic copy delivered, original being sent or delivered

FAQs

How do I track my order?

You can check the status of your order on the Order History page in your transcript ordering account. Login through transcript.fortherecord.com

What if I don't have a credit card?

Please contact the Court to arrange an alternative method of payment.

What will the transaction say on my credit card statement?

FTR or For The Record

What if I can't remember some of the details required?

Enter in all the details that you know or have access to. If you cannot remember or do not know the answer for one of the required fields, enter 'Unknown'.

How do I change my details in my account (name, email address, telephone number, etc.)?

You can change your account details at any time. Once you have logged into transcript.fortherecord.com, navigate to the Account Details page to update this information.

How do I cancel my order?

You will need to contact our Client Services team via phone at (213) 314-0684 or via email at la.clientservices@fortherecord.com. Orders that have moved into production may incur cancellation charges up to the cost of the portion of transcript that has already been completed.

How do I change my order?

During the ordering process, you can change or modify your order by clicking on the Edit button. Once confirmed, order details can only be changed by contacting our Client Services team. If your order has moved into production and you have requested a change to the date or the case that you are ordering, cancellation charges may apply.

What if I can't see my courthouse or department?

If you cannot see the courthouse or department that you require, please contact our Client Services team. You may also enter your order using another department or courthouse and note this in the order comments.

What if there is a mistake in my transcript (i.e. spelling)?

You can advise us of mistakes and corrections by return email to your transcript delivery, or at la.clientservices@fortherecord.com.

Get help

For help or information about an order, please contact la.clientservices@fortherecord.com.