

REQUEST FOR AUDIO RECORDING OF DISTRICT COURT PROCEEDING

Date of request: _____	
Requested by: _____	Phone #: _____ Email: _____
Case #: _____	Case Name: _____
Date(s) of Hearing/Trial: _____ _____ _____	Type of Hearing/Trial: _____ Start & End Times of Hearing/Trial: _____ _____

Format Requested (select one)		
<input type="checkbox"/> MP3 Format Emailed Digital File up to 25MB per email (include email address)	<input type="checkbox"/> MP3 Format Audio CD Play in CD Player and on most computers (up to ½ day hearing.)	<input type="checkbox"/> The Record Player Format Up to 20-22 hrs, per CD, plays on computer (only with specific software)
If no selection is made, MP3 Format Emailed will be used		
CD DELIVERY METHOD (select one)		
<input type="checkbox"/> I will pick up the CD(s) at the court indicated		<input type="checkbox"/> Please mail the CD(s) to me at the address below (<i>mailing fee applies</i>)
Mail to : (Name and Address) _____ _____		
Email To: _____		
COST: Electronic copy of audio record of court proceeding \$15.00 for each one-half day of testimony or part thereof (CJA04-0202.08), plus postage due at time of request. If more than one disk or email is required an additional \$15 per disk or email will be due. The remaining balance must be paid before the audio is sent. Clerks have 10 days to process this request. <i>Once recording has been made it will be kept in the clerk's office for 60 days then destroyed.</i>		

(For Court Use Only)

CD or MP3 (\$15 ea): _____	CD Picked up by: _____
Postage Due: _____	Clerk Signature: _____
Total Amt Due: _____	Date Mailed/Emailed: _____
Payment type: _____	