

## REQUEST FOR AUDIO RECORDING OF DISTRICT COURT PROCEEDING

**Audio will be shared via [fortherecord.com](http://fortherecord.com) (FTR) to the email addresses provided below.**

You will receive an email with a link to the recording in FTR. You will need to create a login to FTR if you do not already have one. Audio can be found under "Shared Recordings."

Date of request: _____ Requested by: _____ Requester's email (required): _____ _____ Phone #: _____	Additional Email(s) to send copy to: <i>(optional)</i> _____ _____ _____
Case #(s): _____	Case Name: _____
Date(s) of Hearing/Trial: _____ _____ _____	Type of Hearing/Trial: _____ Start & End Times of Hearing/Trial: _____ _____

**If an MP3 file is needed, select a format below (select ONE)**

Up to 8G of data

<input type="checkbox"/> <b>MP3 Format USB</b> <input type="checkbox"/> Pick up at the Courthouse, or <input type="checkbox"/> Mail to: <i>(mailing fees apply)</i> _____ _____	<input type="checkbox"/> <b>MP3 via Email or Shared Google Drive</b> Email: (required) _____ _____
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**COST:** \$15.00 for each one-half day of testimony or part thereof ([CJA 4-202.08](#)) plus postage if applicable due at time of request. Clerks have 10 days to process this request.

***USBs will only be kept in the clerk's office for 60 days then will be destroyed.***

***(For Court Use Only)***

Shared FTR or Media (\$15 per ½ day): _____ Postage Due: _____ Total Amt Due: _____ Payment type: _____	Media Picked up by: _____ Clerk Signature: _____ Date Mailed/FTR shared: _____
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