

# REQUEST FOR AUDIO RECORDING OF DISTRICT COURT PROCEEDING

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Phone #: \_\_\_\_\_

Case #: \_\_\_\_\_

Case Name: \_\_\_\_\_

Date(s) of Hearing/Trial: \_\_\_\_\_

Type of Hearing/Trial: \_\_\_\_\_

Start and End Times of Hearing/Trial: \_\_\_\_\_

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. ***Once recording has been made it will be kept in the clerk's office for 60 days then destroyed.***

**Data CD**

**Audio CD**

**MP3 File**

Play on Computer  
(up to 27 hrs.)

Play in CD Player  
and on most computers  
(up to 80 mins.)

Digital file up to  
25 MB (apx. 40 minutes)

CD or MP3 (\$15 ea): \_\_\_\_\_ Postage Due: \_\_\_\_\_ Total Amt Due: \_\_\_\_\_

Payment type: \_\_\_\_\_ CD Picked up by: \_\_\_\_\_

Clerk Signature: \_\_\_\_\_ Date Mailed \_\_\_\_\_