

## REQUEST FOR AUDIO RECORDING OF DISTRICT COURT PROCEEDING

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

**Audio will be shared via [fortherecord.com](http://fortherecord.com) to the email address provided above. If additional email addresses should be included, please provide here: \_\_\_\_\_**  
**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. Once logged in, you will be able to see the recording under the tab titled "Shared Recordings".**

**If you do not have an email address, select a format below (select one)**

**MP3 Format Audio CD**

Plays in CD player and on most computers. Up to ½ day hearing, only, per CD.

**For The Record Player Format CD**

Plays on computer using For the Record software. Up to 22 hrs per CD.

**CD DELIVERY METHOD (select one)**

I will pick up the CD(s) at the court indicated

Please mail the CD(s) to me at the address below (*mailing fee applies*)

Mail to : (Name & Address)

**COST:** \$15.00 for each one-half day of testimony or part thereof ( [CJA04-0202.08](#)), plus postage if applicable due at time of request. Clerks have 10 days to process this request. ***CD recordings will only be kept in the clerk's office for 60 days then destroyed.***

(For Court Use Only)

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