

**Digital Recording Order**

Read Instructions on Next Page.

1. Name		2. Phone Number		3. Date	
4. Mailing Address			5. City		6. State
7. Zip Code					
8. Case Number		9. Case Name		Dates of Proceedings	
				10.	11.
12. Presiding Judicial Official			Location of Proceedings		
			13.	14.	

15. Order for (click arrow to select)

<input type="checkbox"/> Appeal	<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Justice Act	<input type="checkbox"/> Bankruptcy
<input type="checkbox"/> Non-appeal	<input type="checkbox"/> Civil	<input type="checkbox"/> In Forma Pauperis	<input type="checkbox"/> Other (Specify)

16. CD Requested (Specify Type of Proceeding(s) for Which Duplicate Tape(s) Are Requested.)

Portion (S)	Date(s)		
<input type="checkbox"/> Motion Hearing			
<input type="checkbox"/> Detention Hearing			
<input type="checkbox"/> Appointment of Counsel			
<input type="checkbox"/> Scheduling Conference			
<input type="checkbox"/> Other			

**17. Order**

	No. Copies	Costs
Duplicate CD(s) for Playback on Ftr Gold Player (Copied to CD)		
Duplicate CD(s) for Playback on Windows Media Player		
( )		
_____		
x		

**CERTIFICATION (18. & 19.)**  
By signing below, I certify that I will pay all charges upon completion of the order.

18. Signature			19. Date		
Processed by			Phone Number		
Order Received	Date	By	Deposit Paid		
Deposit Paid			Total Charges		
CD Duplicated					
Ordering Party Notified To Pick up CD					
Party Received CD			Total Due		

**INSTRUCTIONS**  
**GENERAL**

**Use.** Use this form to order recordings of proceedings. Complete a separate order form for each case number for which CDs are ordered.

**Completion.** Complete Items 1-19. Do *not* complete shaded areas which are reserved for the court's use.

**Order Copy.** Keep a copy for your records.

**Mailing or Delivering to the Court.** You may mail, e-mail, or deliver order form to the Case Manager.

**Deposit Fee.** Upon receipt, the court will process the order. Except for large orders, a deposit will not generally be required.

**Delivery Time.** Orders will be processed as quickly as possible.

**Completion of Order.** The court will notify you when the order has been completed. You may pick up your recordings in the Clerk's office

**SPECIFIC**

Items 1-19. These items should always be completed.

Item 8. Only one case number may be listed per order.

Item 15. Place an "X" in each box that applies.

Item 16. Check specific portion(s) and list specific date(s) of the proceedings for which a copy is requested.

Item 17. Place an "X" in each box that applies. Indicate the number of additional copies ordered.

Item 18. Sign in this space to certify that you will pay all charges upon completion of the order. (This includes the deposit plus any additional charges.)

Item 19. Enter the date of signing.

Shaded Area. Reserved for the court's use.