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| --- | --- |
| Date:  |       |
| **REQUEST FOR COPY OF CD FROM COURT RECORDING** |
| **Reason for Request:** |       |
|  |
| **Style of Cause:** |       |
|  |
| **File Number(s):** |       |
| **Publication Ban(s):** |  |
| **Date of Proceedings (ONLY ONE DATE PER REQUEST):** |  |
|  |
| **Court Proceedings:** | [ ]  Civil | [ ]  Criminal |
|  |  |  |  |
| **Court Type:** | [ ]  Supreme | [ ]  Territorial | [ ]  Small Claims |
|  | [ ]  Court of Appeal | [ ]  Youth Criminal Justice |
|  |
| **Name of Justice, Judge or Justice of the Peace:** |
| [ ]  Chief Justice  | [ ]  Chief Judge | [ ]  Deputy Judge  |
|  |  |  |
| [ ]  Justice  | [ ]  Judge  | [ ]  J/P  |
|  |  |  |  |
| **Recording Type:** | [ ]  Full | [ ]  Excerpt  | Specify:  |
|  |  |  | (Reasons, Testimony, Submissions, other, etc…) |
| **Party:** | [ ]  Yes | [ ]  No | **Requested by:** Name: |
|  |  |  |  |  |
| Email Address: | Phone Number: |
|  |
| **Office Use Only****WHEN ORDERING PROCEEDINGS ENSURE THAT THE REQUESTOR IS IN COMPLIANCE WITH THE COURT ACCESS GUIDELINES** |
| **Courtroom Number:** | [ ]  Courtroom 1 | [ ]  Courtroom 2 | [ ]  Courtroom 3 |
|  | [ ]  Courtroom 4 | [ ]  Courtroom 5 | [ ]  Court Circuit: |
|  |  |  |  |
| **Recording Times:** | From: |       | To: |       |
|  |  |       |  |       |
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|  Tape counter number Tape counter number |
| [ ]  Request Approved | [ ]  Request Denied |
|  |  |       |
| Judge’s Signature |  | Date |
|  | CD Delivered by: |
|  | [ ]  Hand |
| Clerk’s Name |  | [ ]  Counsel Box |
|  | [ ]  Other |  |
|  |  |  |
| Date Completed |  |  |