

# 22<sup>nd</sup> Judicial District Audio Copy Request Information & Request Form

(For Public Use)

## INFORMATION/INSTRUCTIONS

Audio copies of non-confidential\* recorded court proceedings can be obtained from the 22<sup>nd</sup> Judicial District Circuit Court. Copies are made on either compact disc or cassette tape. The type of media used for the copy is determined by the type of original recording, digital compact disc (CD) or analog tape. The cost is:

- \$10 for each tape or CD,
- \$.25 per page for accompanying log sheets of the proceeding,
- postage costs if copies to be mailed (will only mail to parties outside of the County where the hearing took place), and
- \$2.00 for the first page and \$1.00 for each additional page if the request is received via fax.

We make the audio copies on standard CD-R CD's. To listen to them you must have a personal computer (PC) with a sound card, speakers, and FTR Player Plus. You can download FTR Player Plus for free at [www.ftrgold.com](http://www.ftrgold.com). Once in the website click on the Products tab, then click on FTR Gold, then select FTR Player Plus.

To obtain a copy of a recorded proceeding fill out this form and submit it to either: *Jefferson County Trial Courts, Attn: Audio Copy Request, 75 SE "C" Street, Madras, OR 97741 or fax it to 541.475.3421 (see cost for faxes received above)* **or** *Crook County Trial Courts, Attn: Audio Copy Request, 300 NE Third Street, Prineville, OR 97754 or fax it to 541.447.5116 (see cost for faxes received above)*. Once we receive the form, we will research the matter to determine:

- which courtroom(s) the proceeding was held in,
- if the proceeding was recorded,
- how many CD's or tapes need to be made,
- *if requested*, how many log sheets there are,
- postage costs (we will only mail to addresses outside of the County where the hearing was held), and
- the total cost due.

After we complete the research, we will notify you of the amount due. If you live in the local calling area we will notify you via telephone. If you live outside the local calling area we will mail the quote to you. **After you pay the fee, we will make the copies.** *Please note: State law gives priority to our regular duties. It does not require us to provide records by a deadline you set. We process requests in the order we receive them. We try to respond promptly, but state law does not require us to interrupt our regular duties to respond to records requests. Staffing shortages and other circumstances or research requirements may delay a response. We will notify you that we have received your request and give you an estimated time if fulfilling your request will take longer than 20 business days.* Once made, the copies will be available for you to pick-up at the address set forth above. If you live outside of the county where the hearing was held and are unable to pick your copies up we will mail them to you at your cost.

\*Juvenile, Mental Commitment and Adoption proceedings are confidential. To request a copy of one of these matters you must submit an original letter (faxed copies will not be accepted) with your signature stating:

- your relationship to the case,
- case name and number, and
- the date and time of the hearing.

Send the letter to either: *Jefferson County Trial Courts, Attn: Trial Court Administrator, 75 SE "C" Street, Madras, Oregon 97741 or Crook County Trial Courts, Attn: Trial Court Administrator, 300 NE Third Street, Prineville, Oregon 97754.*

**THIS SECTION TO BE COMPLETED BY THE PERSON MAKING THE REQUEST**

TODAY'S DATE: \_\_\_\_\_

PERSON MAKING REQUEST: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

CASE NUMBER(s): \_\_\_\_\_

DATE(s) COURT PROCEEDING WAS HELD: \_\_\_\_\_

DO YOU WANT COPIES OF THE LOG SHEETS?       *yes*       *no*

- COPIES TO BE:       Picked up at Court Information  
 Picked up from Courthouse Mailbox (for attorneys that have one)  
 Mailed (only for people who do not live in the County the hearing was held) to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIS SECTION TO BE USED BY PERSON THAT WILL PROCESS THE REQUEST**

**Fill out this section *prior* to making copies.**

# of CD's or Tapes to be copied	Cost of CD's or Tapes (\$10 ec)	Cost for copies of log (.25 per page)	Cost of Faxing if applicable	Cost of Postage if applicable	Total Cost Due	Date Notified of Amount Due	Initials

**Fill out this section after payment is received.**

**Fill out this section after copies are made.**

Date Paid	Amount Paid	Date copies made	Date Copies Routed as Requested Above	Initials