Marion County Court Records - Mailing Address: P.O. Box 12869, Salem, OR 97309
Phone Number: (503)588-5101 Fax Number: (503)373-4360

Request for Audio Recording – Juvenile Case

Today's date: _____

Requestor's Name:_____ **Phone number:**_____

What is your relation to the case?

❑ Public ❑ Victim ❑ Child/Ward/Youth ❑ Parent/Guardian
❑ Intervenor ❑ Attorney of Record ❑ State/DA/AG ❑ OYA
❑ CASA ❑ DHS

How would you like the recording returned to you?
❑ Pick up ❑ Mailed ❑ Emailed
Please complete address section if you would like the recording mailed or emailed to you.

Requestor's Address:_____

City:_____ **State:**_____**Zip code:**_____

Requestor's Email Address:_____

Case #:_____ **Case Name**:_____

Hearing/Trial Date(s) and time (fees are charged per day):_____
If requesting multiple hearings/trials, do you want them on separate discs or one disc?
(Please note that this does not change the cost of the recordings.) ❑ Separate discs ❑ One disc

Court room/Judge/location (if known):_____

Comments:_____

For Attorney use only: Bar number:_____
Are you court appointed? ❑ Yes ❑ No (You will need to submit payment with your request.)
Do you work for the DA, DOJ or other State/Marion County Agency? Please list:_____
Who do you represent in this case?_____

Payment by Check: please submit a check to cover the cost of providing the audio per request. If you do not know the exact amount for payment, send a blank check payable to the "*State of Oregon*" and in the memo line, write "*Not to Exceed*" and an amount you believe will cover the cost of the audio recording, such as "*Not to exceed $30*". Records staff will then fill in the exact amount and send a receipt to you along with your audio recording.

Payment by Credit Card: please fill out the information below. *Note: We do not accept American Express*

Name on the Credit Card_____

Credit Card Number_____ Expiration Date_____ CCV_____

Clerk's notes:
Have the proper fees been paid? ❑ *Yes* ❑ *No* ❑ *N/A*
Have you logged the Audio in the online log? ❑ *Yes* ❑ *No*
Was the requester notified that their Audio is ready? ❑ *Yes* ❑ *No*
Have you updated Audio Log with pick-up information? ❑ *Yes* ❑ *No*