

Instructions for Listening to your Court Recordings

(If you need further assistance beyond the following instructions, please see end of document*)

The email that you receive from the court will contain a link to access the recording files.

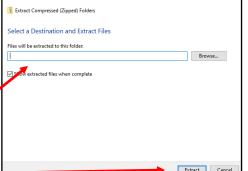
1. When you open the email, scroll down to click on the link provided. It will open a message window like the one below.

Message	
Message ID	Xxxxx
From	XXXXX
То	XXXXX
Subject	XXXXX
Authorization	XXXXX
Message Expires	
	Reply
Attached Files	Link for zipped file
Message	Please note: All FTR's MUST be downloaded within 14 days.
	If you fail to retrieve the FTR during this time, you must submit a new FTR request and pay the appropriate fee.
	Clackamas County Court Secure File Transfer – Holly Leis
	Clackamas County Circuit Court
	807 Main Street Room 12
	Oregon City, OR 97045

2. To download the zipped file, click the link in the message box.

<u>Note</u>: Mac users may be able to skip steps 3 - 5. Please see step 6.

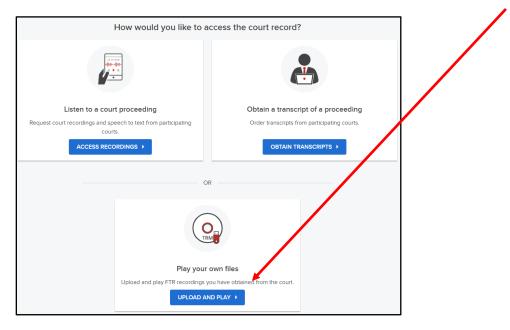
- 3. Find the downloaded zipped (compressed) file in your computer (usually in your Downloads folder). The name of the file will start with the case number and then the case date. It will look like a folder with a zipper.
 4. Right click on the folder and select Extract All...
- In the dialog box that appears, enter the location where you want to extract the files or just leave the file path populated in the text box and click the Extract button.



- 6. Go to the folder where the files were extracted and open it to access the files. The name of the folder will be the same but it will no longer have a zipper. These are the extracted files.
- 7. Go to https://content.fortherecord.com/ftrwebplayer/
- 8. If you already have an account, **click either of login buttons** below. If you don't have an account, **click the sign up button** to create an account.



9. Log in to upload your recording files to the FTR Web Player and click Upload and Play.



10. Click the **Select .TRM Files** button to select the recording files from the folder where they were extracted or click and drag the files to the window shown below. *Make sure to select all the files.*

My Uploads SELECT .TRM FILES or drag and drop files	s to upload						
	Quick Start						
How to upload and play your Court Audio from a CD or USB:							
Insert the CD or USB with your FTR audio into your computer.	Select ALL trm files from your CD or USB, then choose Upload Recording and allow a few minutes to convert.	My Uploads Dr.Ary Anis 43, 2019 Dr.Ary Mark 43, 2019 Dr.Ary					

11. A list of the files you selected will appear as shown below. Click the **Upload Recording** button to upload the files to the player.

My Uploads		
UPLOAD 1 RECORDING OF SI	ELECT MORE .TRM FILES	
Courtroom 9	11 April, 2022	Ready to upload 🔺
Courtroom 9_File name		×
Sourtroom 9_File name		×
How to up	Quick Start	CD or USB:
	My Uploads RELET THE PLO	My Uploads O PLAY - AJ 24, 2019 D PLAY - May 28, 2019

12. Once the files have uploaded, you are ready to play and listen. Click **Play** to listen to the recording.

My Uploads				
SELECT .TRM FILES	or drag and drop files to upload			
• PLAY Cou	irtroom 9	Date	Time	×

*If you need further assistance or need help troubleshooting, please contact For The Record Support at support@fortherecord.com or visit https://content.fortherecord.com/support-access/