



Sixth Judicial Circuit Audio CD Request Form

Please complete all sections. Failure to provide all information may delay your request. **Work on the request will begin upon receipt of a deposit of 50% of the estimated cost of time and materials.** Please see the Circuit's website for charges.

Notice: An Audio CD is not an official record and cannot be used in subsequent court proceedings. Only a transcript, prepared by an approved court reporter, is the official record and may be used for those purposes. To obtain the official record of a court proceeding, go to <http://www.jud6.org/LegalCommunity/CourtReporters.html> and complete a written request for a transcript.

1. Requester Information

Your Name

Business Name/Firm Name/Lawyer Name

Contact Person

Street Address, City, State, Zip Code

Telephone Number

Fax Number

Email Address

Preferred Contact Method (Please check one):

Telephone

Fax

Email

Relationship to Case: _____

2. Case Information

Case Number

Case Style (e.g.: State v. Name; Name v. Name)

Date of Proceeding

Time of Proceeding

Type of Proceeding

Courthouse

Courtroom

Presiding Judge

3. Specific Information Related to Request

Full Proceeding

Partial Proceeding

Redacted

Unredacted

Please specify the type of event: _____

Testimony of Witness 1: _____

Witness 2: _____

Witness 3: _____

Witness 4: _____

4. Audio CD Completion Requested in the Following Number of Business Days (Additional charges apply to expedited requests)

Audio CD Completion Requested in: 2 days or less 7 days 10 days

5. DISCLOSURE: PROHIBITION AGAINST DISSEMINATION (For Unredacted Recordings)

The audio recording of the above referenced court proceeding may contain information that is confidential or exempt from public disclosure by court order or under Florida or federal Law. Dissemination of this recording or information therein to any other person is strictly prohibited, except as permitted by law, rule, or court order. Violation of this prohibition may subject you to legal action, including but not limited to an action for contempt of court.

Prior to release of the recording to a member of the general public, the Administrative Office of the Courts (AOC) is required to review the recording for confidential or exempt information, and redact such information from the recording. You may not undertake such redaction and dissemination. Only the AOC may redact and/or disseminate recordings that contain confidential information.

Pursuant to Florida Supreme Court Order AOSC11-22, I acknowledge that I have read the Prohibition Against Dissemination and that dissemination of the unredacted audio recording provided to me is strictly prohibited and may subject me to legal action including, but not limited to, contempt of court. By my signature below, I acknowledge, understand, and accept and agree to comply with the Prohibition Against Dissemination.

6. Signature

Signature of Requester Date of Request Court Reporting Office Date of Audio CD Delivery

Please email, mail, or deliver this completed form to:

Pinellas

Administrative Office of the Courts
Attention: Court Reporting Office
Pinellas County Justice Center
14250 49th Street North
Suite H2000
Clearwater, FL 33762
(727) 453-7474
DCRreporter@jud6.org

West Pasco

Administrative Office of the Courts
Attention: Court Reporting Office
West Pasco Judicial Center
7530 Little Road
Rm. 201
New Port Richey, FL 34654
(727) 847-8156
wpreporter@jud6.org

East Pasco

Administrative Office of the Courts
Attention: Court Reporting Office
Robert D. Sumner Judicial Center
38053 Live Oak Avenue
Suite 124
Dade City, FL 33523
(352) 521-4375
epreporter@jud6.org

Please make checks payable to the "State of Florida." We can accept credit card payment in person. We cannot accept cash for payment. No refunds for canceled orders. See Circuit website for charges.

For Court Reporting Office Use Only

Date Request received by Court Reporting Office