

Administrative Office of the United States Courts
Digital Recording Order

Read Instructions on Next Page.

1. Name		2. Phone Number		3. Date	
4. Mailing Address		5. City		6. State	7. Zip Code
8. Case Number	9. Case Name		Date of Proceedings		
12. Presiding Judicial Official		10.		11.	
		Location of Proceedings			
		13.		14.	
15. Order for (click arrow to select) (click arrow to select) <input type="checkbox"/> Appeal <input type="checkbox"/> Criminal <input type="checkbox"/> Criminal Justice Act <input type="checkbox"/> Bankruptcy <input type="checkbox"/> Non-appeal <input type="checkbox"/> Civil <input type="checkbox"/> In Forma Pauperis <input type="checkbox"/> Other (Specify)					
16. CD Requested (Specify Portion(s) and Date of Proceeding(s) for Which Duplicate Recording(s) Are Requested.)					
Portion(s)		Date		Portion	
<input type="checkbox"/> Opening Statement (Plaintiff)				<input type="checkbox"/> Testimony (Specify Witness)	
<input type="checkbox"/> Opening Statement (Defendant)					
<input type="checkbox"/> Closing Argument (Plaintiff)				<input type="checkbox"/> Pre-trial Proceeding (Specify)	
<input type="checkbox"/> Closing Argument (Defendant)					
<input type="checkbox"/> Opinion of Court				<input type="checkbox"/> Other (Specify)	
17. Order					
<input type="checkbox"/> Duplicate CD(s) for Playback on Liberty Player (Copied to CD)				No. Copies	Costs
<input type="checkbox"/> Duplicate CD(s) for Playback on Windows Media Player					
Send Requested Audio via E-mail (subject to length of selection) Choose audio file format: <input type="checkbox"/> Windows Media Player <input type="checkbox"/> Liberty Player Delivery E-mail Address					
CERTIFICATION (18. & 19.) By signing below, I certify that I will pay all charges upon completion of the order.					
18. Signature		Estimate Total			
19. Contact E-mail Address		20. Date			
Processed by		Phone Number			
	Date	By	Deposit Paid		
Order Received					
Deposit Paid			Total Charges		
CD Duplicated					
Ordering Party Notified To Pick up CD					
Party Received CD			Total Due		

INSTRUCTIONS

GENERAL

Use. Use this form to order a copy of the recording of proceedings. Complete a separate order form for each case number and date for which a recording is ordered.

Completion. Complete Items 1-20. Do *not* complete shaded areas which are reserved for the court's use.

Order Copy. Keep a copy for your records.

Electronically File, Mail, or Deliver to the Court. The completed form should typically be electronically filed using CM/ECF. If you are not authorized to file documents electronically then mail or deliver the original and one copy to the Clerk of Court.

Delivery Time. Delivery time is computed from the date the deposit fee was received by the court.

Completion of Order. The court will notify you when the order is completed.

SPECIFIC

Items 1-20. These items should always be completed.

Item 8. Only one case number and only one date may be listed per order.

Item 15. Place an "X" in each box that applies.

Item 16. Check specific portion and list specific date of the proceedings for which a copy is requested.

Item 17. Place an "X" in each box that applies. Indicate the number of additional copies ordered.

Item 18. Sign in this space to certify that you will pay all charges upon submission of the order.

Item 19. Enter the contact e-mail address

Item 20. Enter the date of signing.

Shaded Area. Reserved for the court's use.