

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	
				10.	11.
12. Presiding Judicial Official			Location of Proceedings		
			13.	14.	

15. Order for (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	Date
<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

	No. Copies	Costs
<input type="checkbox"/> Duplicate CD(s) for Playback on Liberty Player (Copied to CD)		
<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	
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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.