**DENVER PROBATE COURT DIGITAL RECORDING REQUEST FORM**

This request form should be used when requesting **digitally-recorded proceedings only**.

* If a transcript of the requested proceeding is required, it must be done by a court designated transcriptionist. This form does not constitute a request for an official court transcript. The recording and all of the contents are for your listening purpose only. Transcripts not prepared by a court designated transcriptionist will NOT be accepted for filing.
* This is a data CD. It will not play on any device except on a computer.
* A free copy of the FTR Player Plus can be downloaded at: [www.fortherecord.com](http://www.fortherecord.com)
* All requests must be submitted in writing and accompanied by payment.

(If mailing in the request, do NOT send cash) Checks or certified funds must be made out to “Denver Probate Court”. The fee is $35.00 per CD. Please allow 10 business days for the CD to be completed.

**Will a transcript be requested?**  **Yes  No**

|  |  |
| --- | --- |
| **Date of Request:** | **Case Number:** |
| **Courtroom:** | **Case Name:** |
| **Exact Date of Hearing:** | **Judge Leith**  **Magistrate Hernandez** |
| **Approximate Length of Hearing:** | **Approximate Time of Hearing:** |
| **Your Name and Complete Address:** | **Phone:**  **Email Address:** |

**Mail CD to the address listed above  Pick up in Room 230**

(additional $2.50 postage per CD) (You will be notified at the phone number listed above when CD is ready for pickup)

**Total due for each CD: $35.00, plus any additional postage fees if applicable.**

DENVER PROBATE COURT

City and County Building

1437 Bannock Street, Room 230

Denver, Colorado 80202-5382

Phone: 720-865-8310 X1

R11.13.2014