

ADMINISTRATIVE ORDER 2013-03

**POLICY REGARDING REQUESTS FOR
AUDIO RECORDINGS AND TRANSCRIPTS**

Pursuant to CJD 05-03 IV.E, each District shall create a policy outlining the procedures for requesting transcripts, tapes, or digital recordings.

It is the policy of the Third Judicial District that transcripts are the official record of the Court and any digital audio recordings are deemed as tools used to complete the official record.

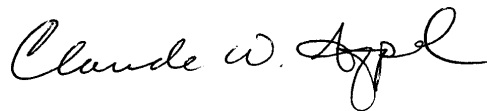
As technology advances, microphones are getting more sensitive and able to capture recordings that are not part of the official court record and should not be disseminated by the Court. Additionally, the Court does not have the necessary technology to redact victim information from audio recordings, which is a requirement of CJD 05-01.

To request official transcripts of court proceedings, complete the transcript request form located at <https://www.courts.state.co.us/Forms/PDF/JDF%204%20-%20Transcript%20Request%20Form.pdf> and deliver it to the Clerk of Court.

This order applies to Huerfano and Las Animas Counties.

Dated this 28th day of February, 2013.

BY THE COURT:



Claude W. Appel, District Judge

Xc: Bob Kreiman
Gary Vigil
Lorraine Cisneros
Joanne Montero