

## 22<sup>nd</sup> JUDICIAL DISTRICT DIGITAL RECORDING REQUEST FORM

### Guidelines

This form does not constitute a request for an official court transcript. The CD is intended for your **listening purpose 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 itself and all of the contents are for your listening purpose only.
- ❖ To listen to your recording you may download a free copy of the FTR Player Plus at: [www.fortherecord.com](http://www.fortherecord.com)
- ❖ All requests must be submitted in writing and accompanied by an initial payment (“Search Fee”) of \$5.00 per date requested. The price of the CD is \$35.00 per CD. Please expect approximately 10 business days for the CD to be completed.

### Required Information (to ensure timely processing of your request):

<b>Date of Request</b>	<b>Case Number</b>
<b>Courtroom</b>	<b>Case Name</b>
<b>Exact Date of Hearing</b>	<b>Judge</b>
<b>Approximate Length of Hearing</b>	<b>Approximate Time of Hearing</b>
<b>Your Name and Complete Address</b>	<b>Daytime Phone #:</b> <b>Evening Phone #:</b> <b>e-mail address:</b> <b>Cell Phone #</b>

- ❖ **Mail or deliver your request to:**

**MONTEZUMA COMBINED COURTS  
865 NORTH PARK STREET, SUITE 100  
CORTEZ, CO 81321  
(970) 565-1111**

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### FOR COURT USE ONLY:

Search Fee Paid \$ \_\_\_\_\_ CD Fee Paid \$ \_\_\_\_\_ Total Paid \$ \_\_\_\_\_

CD completion date: \_\_\_\_\_ By: \_\_\_\_\_

CD Picked up date: \_\_\_\_\_