

BENTON COUNTY CIRCUIT COURT – REQUEST FOR AUDIO COURT RECORD

Case Number: _____

Case Title: _____

Date(s) of Hearing(s): _____ Time Scheduled: _____ AM/PM

Type of Hearing: _____

Judge/Courtroom/Reporter: _____

Requestor Name: _____ Telephone No: [] _____ - _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Call to pick up: YES NO Mail: YES NO Needed by*: _____

*Please allow one week for processing.

Number of CD's _____ @ \$10.00 each = \$ _____

Send by USPS [shipping cost] _____ @ \$ 3.00 each = \$ _____

TOTAL: \$ _____

Remittance Payable to 'State of Oregon'. Payment must be received before CDs are mailed. Payment by phone can be made by calling 541.766.6651.

Send requests by email to bentoncdrequests@ojd.state.or.us, by fax to 541.766.6736, or by mail to:
Benton County Circuit Court
PO box 1870
Corvallis, Oregon 97339

If the number of CDs is unknown at the time of making the request, please prepare a check with 'Not to exceed \$ _____, i.e. \$30.00'. We will fill in the amount and provide you with a receipt, along with your CDs. Generally a full day of testimony will fit on one CD.

FOR OFFICIAL USE ONLY:

Room 101 104 106 Dated Received: _____

Date Completed: _____ Date Notified: _____

Receipt No: _____ Cashier: _____