

REQUEST FOR COPY OF FTR RECORDING OF COURT PROCEEDINGS

*You must have computer access to listen to this recording. Instructions will be provided.

Cost: \$9.00 per Request/Hearing/Day (Ex: 4 day trial=\$36) if delivered electronically; \$10.00 per Request/Hearing/Day (Ex: 4 day trial=\$40) if delivered on CD; \$9.00 + actual cost of court-provided media, if delivered on media other than CD. No FTR request will be processed until payment has been received in full. **Make all checks payable to The State of Oregon**

Application must be complete or it will be rejected.

Pay by phone: 503-655-8453; Select Option 2; You must provide the case number for the Accounting Clerk.	Please mail request and payment to: Court Cashier 807 Main Street, Room 104 Oregon City, Oregon 97045 By email: cla-sftp@ojd.state.or.us
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FTR Information Line 503-722-2719

Allow 21-28 judicial days for request to be processed.

Today's Date: _____ Electronic Audio File CD Other (Court-provided media.)

Case Name/Number(s): _____

Date of Proceeding: _____

Judge's Name: _____ Courtroom # _____

Ordered By: _____ Phone #: _____ Cell #: _____

Email Address: _____

Pickup – Information Center, Clackamas County Circuit Court

Mail: Address _____

**Electronic records will be available for 7 days. All CD's will be destroyed after 30 days if not picked up.
No refunds.**

Your request was rejected due to:

No hearing was held

Information reported by a Court Reporter

Request had incorrect or missing information

Other _____

**If we are unable to process your request,
you will receive a full refund from the Accounting Department.**

THE COURTS DO NOT PROVIDE WRITTEN TRANSCRIPTS:

If you need a written transcript, take your recording to a certified transcriber.

You should be able to find a list of transcribers or court reporters in the yellow-pages of the phone book or the on-line yellow pages.

----- **FOR COURT USE ONLY** -----

Amount Due: _____ Receipt # _____ Refund Ck#: _____ Date Completed: _____