

# Audio Copy Request Information & Request Form

(for Indigent Defense Providers & District Attorney's Office)

## INFORMATION/INSTRUCTIONS

Audio copies of non-confidential recorded court proceedings can be obtained from the Jefferson/Crook County Circuit Courts. We make copies on either compact disc (CD) or cassette tape. The type of media used for the copy is determined by the type of original recording, digital or taped. All circuit courtrooms use digital recording. Compact discs typically contain approximately 6.5 hours of testimony.

If you are an indigent defense provider or a government agency (i.e., District Attorney, County Counsel, etc.) you may submit blank media to us and we will copy the audio onto them.

To obtain copies of recorded proceedings fill out this form and for Jefferson County submit it to: *Jefferson County Circuit Court, Attn: Audio Copy Request, 75 SE C Street, Madras, OR 97741 or fax it to 541.475.3421.* For Crook County submit it to: *Crook County Circuit Court, Attn: Audio Copy Request, 300 NE Third Street, Prineville, OR 97741 or fax it to 541.447.5116.* Along with the form submit a blank CD-R 650 mb CD or cassette tape (as stated previously depending on the type of original recording).

Please note: State law gives priority to our regular duties. It does not require us to provide records by a deadline you set. We process requests in the order we receive them. We try to respond promptly, but state law does not require us to interrupt our regular duties to respond to records requests. Staffing shortages and other circumstances or research requirements may delay a response. We will notify you that we have received your request and give you an estimated time if fulfilling your request will take longer than 20 business days.

## THIS SECTION TO BE COMPLETED BY THE PERSON MAKING THE REQUEST

TODAY'S DATE: \_\_\_\_\_

PERSON MAKING REQUEST: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

CASE NUMBER(s): \_\_\_\_\_

DATE(s) COURT PROCEEDING WAS HELD: \_\_\_\_\_

DO YOU WANT COPIES OF THE LOG SHEETS?  yes  no

COPIES TO BE PICKED UP AT:  Will Call-Court Records Office  Your Courthouse Mailbox

## THIS SECTION TO BE USED BY PERSON THAT WILL PROCESS THE REQUEST

CD/Tape Exchange	Date copies made/routed	Routed to Will Call	Routed to Courthouse Mailbox	Initials