

Audio Copy Request Information & Request Form

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

Audio copies of non-confidential recorded court proceedings can be obtained from the Deschutes County Circuit Court as outlined in the Trial Court Administrators Written Procedures-Public Records Request to the Deschutes County Circuit Court. We make copies on either compact disc, cassette tape or VHS tape. The type of media used for the copy is determined by the type of original recording, digital or taped.

If you are an indigent defense provider or a government agency (i.e., District Attorney, County Counsel, etc.) you may submit blank media to the court and we will copy the audio onto it. If you want copies of the accompanying log sheet(s), the cost is .25 per page or in the alternative if the audio is saved to a compact disc, the FTR log sheets can be saved to the compact disc as an html file for your review and printing at no additional cost.

To obtain copies of recorded proceedings, fill out this form completely and submit it to: **Deschutes County Trial Court, Attn: Audio Copy Coordinator, 1100 NW Bond Street Bend, Oregon 97701.** Along with the form, submit a blank CD-R 650 mb compact disk, cassette tape, or VHS tape (as stated previously depending on the type of original recording).

We will attempt to make the copies as soon as possible, but at times court staff are in court on lengthy trials and have other job duties. As a result, you may typically expect a three-day turnaround from the time the original request and media for the copy is received by the court .

Pursuant to statute, Juvenile, Mental Commitment and Adoption proceedings are confidential. To request a copy of one of these matters, you must submit an original letter with your signature to the Trial Court Administrator stating the following:

- your relationship to the case,
- case name and number, and
- the date and time of the hearing.

The Trial Court Administrator will determine if the requested copy is subject to disclosure. Send letters regarding requests for audio on confidential matters to: **Deschutes County Trial Courts, Attn: Trial Court Administrator: 1100 NW Bond Street Bend, Oregon 97701.**

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 _____
(the court will not process the request without specific court dates listed):

DO YOU WANT COPIES OF THE PRINTED LOG SHEETS (at .25 cents per page)? *yes* *no*

DO YOU WANT HTML LOG SHEETS SAVED TO THE COMPACT DISC?
(this option is only available on audio that is being saved to a compact disc) *yes* *no*

COPIES TO BE: Picked up at Will Call in Court Information

Picked up from your Courthouse Mailbox

THIS SECTION TO BE COMPLETED BY THE PERSON THAT WILL PROCESS THIS REQUEST

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