



Request for Copy of FTR Recording of Court Proceedings

You must have computer access to listen to recordings. Instructions will be provided.

FEES FOR RECORDING REQUESTS:

- \$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

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.

Please mail request and payment to:

Clackamas County Court
807 Main Street, Records Dept.
Oregon City, Oregon 97045

By email: cla-sftp@ojd.state.or.us

Please allow 5 business days after receipt of request for request to be processed.

Today's Date: _____ Electronic Audio File \$9/request CD \$10/request

Case Name/Number(s): _____

Date of Proceeding: _____

Judge's Name: _____ Courtroom # _____

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

*Email Address: _____

For CD requests only:

☐ Pickup - Information Center, Clackamas County Circuit Court

☐ Mail - Address: _____

Electronic records will be available for 14 days only. All CD's will be destroyed after 30 days if not picked up.

****No Refunds****

THE COURTS DO NOT PROVIDE WRITTEN TRANSCRIPTS:

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

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

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

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

(Rev. 05/2022)