

JACKSON COUNTY CIRCUIT COURT

Audio Request Form

After payment, allow five (5) working days to complete request

TO BE COMPLETED BY THE PERSON MAKING THE REQUEST:

Today's Date:	
Name:	
Address:	
Phone Number:	

Case Number:	
Case Name:	

Proceeding Information	
Date(s):	
Type:	
Start Time:	
End Time:	

of CDs to be copied: _____

Copies to be:

- Picked up at the Public Room Window on the 1st floor of the Justice Building (100 S. Oakdale Ave)
- Picked up at Juvenile Court Clerk's office in Juvenile Services Building (609 W. 10th St)
- Mailed (*only if not living in Jackson County*) to: _____
 - Same address as above
- Email Address*: _____
 (**if party wants email address kept confidential, do not write email address on form*)

Costs:
 \$9.00 each, if sent electronically
 \$10.00 each CD, if picked up in-person
 \$13.00 each CD, if mailed
 \$0.25 each page for printed logs

Official Use Only				
Request Taken By:		Initials:	#	Cost:
Judge:		CDs to be Copied:		
Courtroom:		Court Log Pages:		
Recorder:			Total:	
To be Completed After Copies are Made:		To be Completed by Accounting:		
Completed by:				
Completed Date:				
Notification:		Pick Up/Email:		
Date:		<input type="checkbox"/>	Emailed	
Initials:		<input type="checkbox"/>	Picked up by:	
<input type="checkbox"/> In Person <input type="checkbox"/> Left Message		Date: _____		