

CIRCUIT COURT FOR KLAMATH COUNTY

Audio Records Request Form

Return form to:

Email – kla.records@ojd.state.or.us

Mail – 316 Main St, Klamath Falls OR 97601

Or Fax – 541-882-6109

Name of Requesting Party: _____

Mailing _____ Phone: _____

Address _____

Please select a delivery option:

_____ I wish to pick up my CD, please call me at the number above when it is ready

_____ Please mail my CD to the mailing address above

PLEASE NOTE: The cost of duplicating the audio to CD is \$10.00, which must be paid prior to the CD being made. If you have not enclosed payment, you must provide a contact phone number where court staff can contact you to arrange a credit card payment.

If you wish to receive the CD by USPS, a mailing address must be provided (standard first-class postage is included in the cost of the CD).

A PC with a soundcard is required to play the CD.

Court audio from pre-2000 will be from audiocassette to audiocassette, if available.

If requested audio files exceed the first CD storage capacity, a \$10 charge will apply to each additional disc.

Signature: _____

Date: _____

Case Information:

Case Number(s): _____

Judge: _____

Case Party Name(s): _____

Date(s) of hearing(s): _____

FOR COURT STAFF USE ONLY

Date Paid: _____

Received by: _____

Date Completed: _____

Date Mailed/Called: _____

Received Stamp Here