

# CIRCUIT COURT FOR LAKE COUNTY

## Audio Records Request Form

Return form to:

Email – [LAK.CopyRequest@ojd.state.or.us](mailto:LAK.CopyRequest@ojd.state.or.us)

Mail – 513 Center Street, Lakeview OR 97630

Or Fax – 541-947-3724

Name of Requesting Party: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please select a delivery option:**

Disc containing audio files, please call me at the number above when it is ready (\$10)

Disc containing audio files, please mail to the address above (\$10)

Please email the audio files to the email address above (\$9)

**PLEASE NOTE:** If you wish to pay by phone, please include a phone number for our clerks to contact you. If you wish to receive a disc by mail, a mailing address must be provided (standard first-class postage is included).

Emailed audio files will be transmitted via the Oregon Judicial Department's secure FTP website. A PC with a soundcard is required to play the audio files.

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 Emailed/Mailed/Called: \_\_\_\_\_

Received Stamp Here