

**HEARING REQUEST FORM**

**TODAY'S DATE** \_\_\_\_\_

EMAIL AUDIO

CD

CERTIFY

\$9.00

\$10.00 EACH

ADDITIONAL \$5.00

**REQUESTOR NAME:** \_\_\_\_\_ COURT APPOINTED ATTY?  CHECK IF YES

**ADDRESS:** (NOT NEEDED IF REQUESTING AUDIO BY EMAIL) \_\_\_\_\_

**CONTACT PHONE # :** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DATE NEEDED BY:** \_\_\_\_\_ *REQUESTS ARE PROCESSED IN THE ORDER THEY ARE RECEIVED AND AS QUICKLY AS POSSIBLE. IF YOU NEED YOUR AUDIO RECORDING BY A CERTAIN DATE, PLEASE NOTE THAT DATE. IF WE CANNOT COMPLETE YOUR REQUEST BY THAT DATE, WE WILL REFUND YOUR ORDER. **PLEASE DO NOT INDICATE ASAP AS DATE NEEDED BY.***

**FOR CD REQUESTS:**  CALL TO PICK UP     PLACE IN WILL CALL-RM 107     MAIL

\*\*\*\*\*

**CASE NAME:** \_\_\_\_\_

**CASE NO (S):** \_\_\_\_\_

**HEARING DATE:**                      **TIME:**                      **JUDGE:**                      **COURTROOM #:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*NOTE: CD WILL ONLY PLAY ON WINDOWS BASED COMPUTER \*\*\***

***PLEASE PROVIDE A CONTACT PHONE NUMBER FOR US TO CALL FOR PAYMENT. PAYMENT IS REQUIRED PRIOR TO ANY HEARING REQUESTS BEING PROCESSED.***