

Instructions

The Josephine County Circuit Court records hearings and trials for all case types. To request a copy of the audio (sound) recording from a hearing or trial you must submit a request to the court.

State law restricts who may receive audio copies of hearings and trials for some case types, such as adoptions and juvenile cases. If you are requesting an audio copy from a restricted (confidential) case type, your request may be denied, or you may be required to complete additional paperwork, show identification and pick up the copies in person.

Audio copies of hearings and trials can be emailed. They can also be provided on a Compact Disc (CD-R) or flash drives for an increased cost.

To listen to a recording provided, on CD-R or flash drive, you must have a personal computer (PC) with a sound card and speakers. The court uses a program called “*For the Record*” (FTR) to record the audio during hearings and trials (<http://www.fortherecord.com>). You must download a free copy of the FTR Player program to listen to any court provided audio. Please follow the directions on FTR’s website for installing their software. If you encounter any technical difficulties or problems you will need to contact FTR technical support directly.

What are the fees for Audio Copies and when are they due?

- **\$9.00 emailed (secure link provided)**
- \$10.00 per compact disk (CD-R)
- \$0.25 per page for audio logs
- \$5.00 Shipping and handling for mailed copies

Your audio copy request will not be processed until payment is made. Payment of the fees can be made by cash, check, cashier check, money order, Visa, Mastercard or Discover.

When should I receive my audio copy?

Generally, copies are available for pick-up or mailed within five to ten (5-10) business days after receipt of payment. Requests are processed in the order they are received.

Josephine County Circuit Court

500 NW 6th Street
Grants Pass, Oregon 97526

Audio Copy Request

Request Information:

* Today's Date: _____

* Name: _____

* Relation to Case: _____

* Telephone: _____

*E-mail: _____

* Case Name: _____

* Case Number: _____

* Date(s) of
Hearing/Trial _____

*Required

Delivery Method:

- ☐ **Email** my copies to the email address listed above.
- ☐ I will **pick up** the copies at the Accounting window on the 2nd floor of the Courthouse.
(for CD/flash drive orders only)
- ☐ Please **mail** the copies to the address below. I understand I will be charged \$5.00
shipping and handling for each envelope required to mail the copies. (for CD/flash drive
orders only)

Address: _____

Please email this form to:

JOS.COPYREQUEST@OJD.STATE.OR.US

Or mail form to:

**Josephine County Circuit Court
Attn: Copy Request
500 NW 6th Street Dept 17
Grants Pass, OR 97526**

To be completed by Court Staff prior to making audio copies

# of CD's/Tapes	Cost of Copy (CD - \$10.00 ea) (Email - \$9.00)	Audio Log (\$0.25 per page)	Postage (\$5.00 per envelope)	Total Amount Due	Date Notified of Amount Due	Initials
	\$	\$	\$	\$		

Date Paid	Amount Paid	Date Copies Made	Date Delivered	Initials