

# ***Request for Copies of Recorded Court Proceedings***

Date Submitted:

Audio Recordings Clerk, Columbia County Circuit Court  
230 Strand Street, St. Helens, OR 97051  
(503) 397-2327 x 312 Fax (503) 397-3226

## **PREPAYMENT IS REQUIRED**

Please fully complete form to avoid delay in processing. Requests for audio proceedings are generally completed within 10-17 business days.

## **REQUESTING PARTY INFORMATION:**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Delivery Method of Audio:  Pick up at front counter  Mailing (Additional \$2.00 fee for postage)

**RECORDED PROCEEDING INFORMATION:** (PLEASE NOTE: Not all hearings are recorded. Please check with the clerk to make sure your hearing was recorded before you make your request.)

Case Number: \_\_\_\_\_ Case Name: \_\_\_\_\_

Date of Requested Court Proceeding: \_\_\_\_\_ Time of Requested Proceeding: \_\_\_\_\_

Courtroom of proceeding (202/311/351): \_\_\_\_\_

Name of Judge (Callahan/Clarke/Grove) \_\_\_\_\_ Other: \_\_\_\_\_

TO PLAY CD: The CD will **NOT** work in a compact disc player; it can only be played on a computer. You will need to download and install the audio player program on your computer BEFORE you can access the audio files. The website address for downloading the software will be included with your CD.

Written transcripts cannot be provided by the court. You may however, contact a transcription service to obtain transcripts of the audio you purchase. **This does not include transcripts for the Court of Appeals; a transcriber will be assigned by the court.**

**COST:** \$10.00 for each CD. Generally 24 hours of audio will fit on one CD

\$5.00 for certification on each CD. Note that once the CD is opened, it is no longer a certified copy.

\$2.00 for postage of up to 3 CDs