

LINCOLN COUNTY CIRCUIT COURT COURT FILE OR AUDIO COPY REQUEST FORM

NOTICE OF RETRIEVAL TIME: Please allow **72 hours** from receipt of your request. If the file is more than 10 years old, additional time may be required for retrieval. Voluminous copies may also require additional time. Please allow **7 days** for all audio requests.

Requestor Information <small>(All Information Required)</small>	Date & Time of Request: _____ (PLEASE PRINT) Name: _____ Mailing Address: _____ City, State, Zip: _____ E-mail Address: _____ Contact Phone: _____
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Document Copies or File Retrieval	Case Number: _____ Case/Parties' Name: _____ Year of Filing: _____ Action Requested: <input type="checkbox"/> Copies <input type="checkbox"/> File Retrieval Only Copy Delivery Method: <input type="checkbox"/> Pick Up <input type="checkbox"/> US Mail <input type="checkbox"/> E-Mail Document(s) Requested: _____
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Audio Copies	<p style="text-align: center;"><i>Copies of court proceedings will be electronically delivered using a secure website (SFTP) unless otherwise specified. The "For The Record" Player software is required to playback courtroom recordings.</i></p> Case Number: _____ Case/Parties' Name: _____ Date/Time of Proceeding: _____ Type of Proceeding: _____ Judge or Courtroom: _____
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Fees	<p>**ALL FEES MUST BE PAID <u>PRIOR</u> TO DISTRIBUTION**</p> Audio copy fees: \$9.00 if transmitted electronically / \$10.00 for CD format Paper copy fees: \$0.25 per page, additional \$5.00 for certified copies Electronic copy fees delivered by email: \$3.00 flat rate The full Circuit Court Fee Schedule is available at: http://courts.oregon.gov/OJD/courts/pages/fees.aspx
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You may remit this form in one of the following ways:

In Person:
 Lincoln County Circuit Court
 225 West Olive Street Rm 202
 Newport, OR 97365

By Email:
 LNN.G.Delivery@ojd.state.or.us

By US Mail:
 Lincoln County Circuit Court
 PO Box 100
 Newport, OR 97365

By Phone or Fax:
 Phone: 541.265.4236
 Fax: 541.265.7561