

# Multnomah County Courthouse

## Attn: FTR Records

1200 SW 1<sup>st</sup> Avenue, Room 03315

Portland, Oregon 97204

### Audio Copy Request

#### Request Information:

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Relation to Case: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

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

Case Type: \_\_\_\_\_

Date(s) of  
Hearing/Trial and  
name of Judge: \_\_\_\_\_

#### Delivery Method:

- Please email the copy to the email address provided above.  
*\*Certified audio must be mailed or picked up*
- I will pick up the copies at the Records unit, Room 03315 Multnomah County Courthouse.
- Please mail the copies to the address below. I understand I will be charged \$3.00 shipping and handling for each envelope required to mail the copies.

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

#### Costs for Copies:

Copy Fee:	<b>\$10.00 per case per CD</b>
Certification Fee:	<b>\$15.00 per case per CD</b>
FTR audio Emailed:	<b>\$9.00 per case</b>

**How will you be paying (circle one):**    **Mailed Check**    **In-Person**    **Over Phone**

*\*Payment is due prior to your FTR audio being delivered. Requests received by email and those received by mail who elect to pay by phone will receive a response within 5 judicial days with the amount due and instructions for payment*

**Please print and send form to the records department for processing.**

*\*Please allow 5 judicial days after receipt of your request for an acknowledgment or possible completion. Please allow up to 10 days after acknowledgment for completion of your request.*