## FORMAL REQUEST TO ORDER CD or AUDIO RECORDING OF COURT PROCEEDINGS

Any questions should be directed to Subrina Manley at (850) 606-4451 or by email at ManleyS@leoncountyfl.gov or Linda Cunningham (850)606-4462 or by email at <a href="mailto:CunninghamL@leoncountyfl.gov">CunninghamL@leoncountyfl.gov</a>.

The following information is needed in order to complete your request for ordering a digital CD or audio recording of court proceedings. The general cost of a CD or audio recording is \$25.00 although there may be additional charges. We will need a **Money Order** or **Check** made payable to the "**State of Florida**" before we can make the CD or audio recording. We **cannot accept cash**. X New Online Payment Option available. Please contact staff to receive Online Payment Link. These CD or audio link can only be played on a computer.

Please complete the following information:

NAME OF CASE:
PHONE NUMBER FOR CONTACT:
CASE NUMBER DATE OF PROCEEDINGS:
NAME OF JUDGE:/COURTROOM
NAME OF PERSON REQUESTING CD:(Print)  EMAIL ADDRESS FOR AUDIO RECORDING:
RELATIONSHIP TO PROCEEDINGS:Attorney Interested Party Other
REQUEST: CD AUIDIO LINK (Print contact email)

Payment is due before CD order can be processed. Make check or money order payable to **The State of Florida**. Call or email for Online Payment Link, if needed. Please see attached fee sheet for CD or audio recording cost.

Some proceedings MAY COST MORE DUE TO THE LENGTH OF THE PROCEEDING. You will be notified if additional charges should incur before your audio recording is made.

There is an approximate 7 to 14 day wait for most audio recorded requests. CDs or Audio Recordings for trials may take 21-30 days.

You will be contacted when your CD is ready to be picked up.

## **ACKNOWLEDGEMENT**

RELEASE OF CD OF AUDIO/VIDEO RECORDING OF COURT PROCEEDING
TO ATTORNEY OF RECORD OR INTERESTED PARTY

CASE NAME CASE NO. DATE OF PROCEEDING:

## PROHIBITION AGAINST DISSEMINATION

The audio/video recording of the above-referenced court proceeding that has been provided to you upon request may contain information that is confidential or exempt from public disclosure under Florida law. Dissemination of this recording to any other person is strictly prohibited. Violation of this prohibition may subject you to legal action for contempt of court.

Members of the general public may obtain a copy of this recording through a request to the Digital Court Reporting Office, unless the recording is protected from public disclosure by court order or Florida law. Prior to release of the recording to a member of the general public, the Digital Court Reporting Office will review the recording for confidential or exempt information and redact such information from the recording.

I,	, am an attorney of record or a party or
(PRINT NA	ME)
received and read the <b>P</b> that further dissemination prohibited and may subj	cove- referenced court case. I acknowledge that I have ROHIBITION AGAINST DISSEMINATION and understand n of the audio/video recording provided to me is strictly ect me to legal action for contempt of court. By my signature nderstand, accept and agree to comply with the ST DISSEMINATION.
Signature	Date
Δddress	Contact Number

## **CD or Audio Recording Proceedings Rate Sheet**

 PLEA AND SENTENCE	\$25.00
 MOTION HEARING - (LESS THAN 3 HOURS)	\$25.00
 MOTION HEARING - (OVER 3 HOURS)\$25.00 per CD	\$50.00
 FIRST APPEARANCE	\$25.00
 DOMESTIC VIOLENCE HEARINGS	\$25.00
 CHILD SUPPORT HEARINGS (includes a \$22.50 redaction fee)	\$47.50
 _ JURY SELECTION AND/OR JURY TRIAL – (AUDIO ONLY) \$47.50 FOR AM SESSION / \$47.50 FOR PM SESSION FULL DAY - \$95.00 *****	
 _OTHER PROCEEDINGS NOT LISTED (contact Linda Cunningham)	)

CD PICKUP TIME or AUDIO RECORDING WILL BE AVAILABLE 7-14 BUSINESS DAYS FROM THE REQUEST DATE.

\*\*\*\*\* CD PICK UP TIME OR AUDIO RECORDING FOR JURY SELECTIONS AND/OR JURY TRIALS WILL TAKE 21-30 DAYS FROM THE REQUEST DATE.

ANY QUESTIONS REGARDING CD or AUDIO RECORDING SHOULD BE DIRECTED TO SUBRINA MANLEY AT (850) 606-4451 OR BY EMAIL ManleyS@leoncountyfl.gov or LINDA CUNNINGHAM AT (850)606-4462 OR BY EMAIL CunninghamL@leoncountyfl.gov. Request forms and payments can be mailed to: Leon County Court Reporters Office 301 S. Monroe Street

Tallahassee, FL 32301 Attn: Subrina Manley