

**MONTGOMERY COUNTY COMMON PLEAS COURT
JUVENILE DIVISION**

IN RE:

Case Number: _____

Judge

Magistrate

**REQUEST FOR AUDIO
RECORDING OF HEARING**

Hearing Date(s) _____

Type Of Proceeding: _____

Courtroom Number: _____

Presiding Judicial Officer: _____

Person ordering: _____

_____ Date Requested

Address: _____

Phone Number: _____

PLEASE READ

A **\$5.00 Deposit** is required at the time of placing an order for an audio recording. The deposit is **not** refundable. All fees must be paid in full at the time of pickup. All recordings must be picked up within 5 business days of notification of completion. One copy will be supplied to you. Your request/motion for audio recording will be filed with the clerk and docketed.

Fees are payable by cash or money order. Make money order payable to The Montgomery County Juvenile Court.

Completing Requests for Audio Recordings

(Internal Procedure)

1. The Motion for audio recording will be filed in the Clerk's Office and the \$5 deposit will be collected.
2. The Clerk will docket and scan and email the assigned court reporter that the motion has been filed.
3. The Court Reporter will login receipt of the motion and contact Information Technology for preparation of the CD.
4. Data services will complete the request within 5 days of receipt and return completed CD to the Court Reporter.
5. The Court Reporter will call the requesting party for pick-up. If more than one disk was completed the party must first pay any additional costs before the CDs can be released.