



CIRCUIT COURT FOR TALBOT COUNTY, MARYLAND
COURT REPORTING SERVICES

Phone: (410) 770-6801 Fax:(410) 770-6802

REQUEST FOR COPY OF AUDIO RECORDING (PC compatible only)

Date: _____

To: Court Reporting Coordinator
Circuit Court for Talbot County
11 North Washington Street
Easton, Maryland 21601

CASE NUMBER: _____ CASE NAME: _____
(Only One Case Number Per Form)

DATE(S) OF PROCEEDINGS: _____ JUDGE/MAGISTRATE: _____

REQUESTED BY: _____

ADDRESS: _____

CONTACT INFORMATION:
PHONE: _____
FAX: _____
EMAIL: _____

Are you a party or an attorney representing a party in this case? YES: _____ NO: _____

Except for proceedings closed pursuant to law, as otherwise provided by rule, or as ordered by the court, Maryland Rule 16-504 provides in part that upon written request and the payment of reasonable costs, the authorized custodian of an official recording shall make a copy of the audio recording available to any person.

SIGNATURE OF THE REQUESTOR: _____

Note: Official CDs generated from the original master recording are provided for listening purposes and verification of testimony only. They may not be used as the official court record in the place of a transcript. Transcripts cannot be produced using CDs. Only transcripts prepared and certified by the court's approved transcriptionists are deemed official and can be admitted as evidence. Audio recordings are \$25.00 per hearing date. **Payment in full must be received before your order is processed. We accept checks or money orders made payable to Talbot County Maryland. We cannot accept cash or credit cards.** Completed orders left in this office longer than 30 days will be destroyed and your payment will be forfeited. Recordings cannot be mailed.

FOR OFFICE USE ONLY

DATE ESTIMATE PROVIDED _____ DATE CD PRODUCED _____ INITIALS OF EMPLOYEE _____
DATE PICKED UP _____ NAME OF INDIVIDUAL _____