

**ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
AUDIO RECORDING ORDER**

Read Instructions.

1. NAME		2. PHONE NUMBER		3. EMAIL ADDRESS	
4. MAILING ADDRESS		5. CITY		6. STATE	7. ZIP CODE
8. CASE NUMBER	9. CASE NAME		DATES OF PROCEEDINGS		
		10. FROM		11. TO	
12. PRESIDING JUDGE		LOCATION OF PROCEEDINGS			14. STATE
		13. CITY			

15. ORDER FOR

<input type="checkbox"/> APPEAL	<input type="checkbox"/> CRIMINAL	<input type="checkbox"/> CRIMINAL JUSTICE ACT	<input type="checkbox"/> BANKRUPTCY
<input type="checkbox"/> NON-APPEAL	<input type="checkbox"/> CIVIL	<input type="checkbox"/> IN FORMA PAUPERIS	<input type="checkbox"/> OTHER <i>(Specify)</i>

16. AUDIO RECORDING REQUESTED *(Specify portion(s) and date(s) of proceeding(s) for which duplicate recordings are requested.)*

PORTION (S)	DATE(S)	PORTION(S)	DATE(S)
<input type="checkbox"/> VOIR DIRE		<input type="checkbox"/> TESTIMONY <i>(Specify Witness)</i>	
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)			
<input type="checkbox"/> OPENING STATEMENT (Defendant)			
<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)		<input type="checkbox"/> PRE-TRIAL PROCEEDING <i>(Specify)</i>	
<input type="checkbox"/> CLOSING ARGUMENT (Defendant)			
<input type="checkbox"/> OPINION OF COURT			
<input type="checkbox"/> JURY INSTRUCTIONS		<input type="checkbox"/> OTHER <i>(Specify)</i>	
<input type="checkbox"/> SENTENCING			
<input type="checkbox"/> BAIL HEARING			

17. ORDER

	NO. OF COPIES REQUESTED	COSTS
<input type="checkbox"/> DUPLICATE TAPE(S) FOR PLAYBACK ON A STANDARD CASSETTE RECORDER		
<input type="checkbox"/> RECORDABLE COMPACT DISC - CD		
<input type="checkbox"/> ELECTRONIC FILE <i>(via email, digital download, or other Judicial Conference Approved Media)</i>		
ESTIMATE TOTAL		

CERTIFICATION (18. & 19.) By signing below, I certify that I will pay all charges (deposit plus additional) upon completion of the order.

18. SIGNATURE	19. DATE
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PROCESSED BY				PHONE NUMBER
ORDER RECEIVED	DATE	BY	DEPOSIT PAID	
DEPOSIT PAID			TOTAL CHARGES	
TAPE / CD DUPLICATED <i>(if applicable)</i>			LESS DEPOSIT	
ORDERING PARTY NOTIFIED TO PICK UP TAPE/CD <i>(if applicable)</i>			TOTAL REFUNDED	
PARTY RECEIVED AUDIO RECORDING			TOTAL DUE	

DISTRIBUTION: COURT COPY ORDER RECEIPT ORDER COPY