

# Department of Judicial Administration

## Barbara Miner

## Director and Superior Court Clerk

516 Third Avenue Room E609

1. 296-9300 (206) 296-0100 TTY/TDD

**Request for Reproduction of Hearing**

CD hearings can only be requested by mail or in-person

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| **Customer’s Name:** | |
| **Customer’s Phone Number:** | |
| **Customer’s Email Address:**  **Transcriber Email Address (if requesting copy of upload to Transcriber):** | |
| **Case Caption:** | **Case Number:** |
| **Choose one format for each request:**  ☐ FTR - Transcriber format ☐ .MP3 | |
| **Choose one delivery method:**  ☐ Electronic Delivery: $25.00 *per cause number ordered*  ☐ CD: $25.00 *per CD (72 min .MP3/72 hours FTR=700mb) + $10.00 postage/handling fee required for mail requests or**provide a self-address stamped envelope to return the CD (s) and not pay the $3.00 postage fee ($7.00 handling still applies).*  If ordering a CD, you may be charged $25.00 per additional CD’s for multiple day hearings/trials if your request will not fit on one CD. If ordering electronic delivery, there is no limit to the size of the recordings.  ☐ Expedite for $30.00 (fee is in addition to the CD cost).  ***Address to mail your CD (s)****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **If you want to pick up your CD (s), please select the Clerk’s location:**  ☐ Seattle  ☐ MRJC (Kent) | |

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| Date of Hearing | Digital Record # or Room # | Start Time | End time |
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**Clerk use only below this line:**

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By Clerk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received by DJA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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