



King County

Department of Judicial Administration
Barbara Miner
Director and Superior Court Clerk
516 Third Avenue Room E609
(206) 296-9300 (206) 296-0100 TTY/TDD

Request for Reproduction of Hearing
CD hearings can only be requested by mail or in-person

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:			
<input type="checkbox"/> FTR - Transcriber format <input type="checkbox"/> .MP3			
Choose one delivery method:			
<input type="checkbox"/> Electronic Delivery: \$25.00 <i>per cause number ordered</i>			
<input type="checkbox"/> CD: \$25.00 <i>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).</i>			
<p>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.</p>			
<input type="checkbox"/> 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:			
<input type="checkbox"/> Seattle			
<input type="checkbox"/> MRJC (Kent)			
Date of Hearing	Digital Record # or Room #	Start Time	End time

Seattle:
516 Third Avenue Room E609
Seattle, WA 98104-2386

Regional Justice Center:
401 Fourth Avenue North Room 2C
Kent, WA 98032-4429

Juvenile Division:
1211 East Alder Room 3015
Seattle, WA 98122-5598

