



Eighteenth Judicial Circuit Digital Recording Request Form (Brevard County Use Only)

Presently, there are two ways to receive a copy of digitally recorded court proceedings; a typed transcript or an audio/video CD. Email link, and on-site audio/video are no longer available. This form is to be used to order a CD containing the audio/video from a digitally recorded court proceeding only.

Please complete all sections as failure to provide any information may delay your request. Proceedings that are confidential in nature, such as Juvenile Dependency or Delinquency, may be obtained only with a signed court order. To obtain an audio/video CD, you may submit your request by fax or mail; however, payment **must** be received before your request will be fulfilled. Normally requests are fulfilled 10 to 14 business days after payment is received, however if a recording of a jury trial is being requested it can take up to 30 days to fill the order.

The fee for this service is \$25.00 for each court proceeding per date requested-the cost of standard shipping is included in this charge.

Requester:		Today's Date:
Business/Firm/Lawyer Name:		Contact:
Mailing/Billing Address:		
Phone Number:	Fax Number:	Email Address:
Public Defender/State Attorney Authorization:		

Case Number		
Case Style (e.g.: State v. Name, Interest of Name, Name v. Name)		
Date of Proceeding:	Time of Proceeding:	Type of Proceeding
Courthouse:	<input type="checkbox"/> Moore Justice Center /Viera <input type="checkbox"/> Titusville Courthouse <input type="checkbox"/> Melbourne Courthouse	
Courtroom:	Presiding Judge/Magistrate:	
Special Instructions		
Format Requested:	<input type="checkbox"/> PC Version CD <input type="checkbox"/> Audio CD only <input type="checkbox"/> DVD	
Please note: There is <i>no</i> difference in price regardless of your format choice. Choose only one.		

Please mail or deliver this completed form to:	Court Administration ATTN: Digital Court Reporter Moore Justice Center 2825 Judge Fran Jamieson Way Viera, FL 32940
Payments in the form of check or money order only should be made payable to <p style="text-align: center;">"State of Florida"</p>	
<u>PLEASE NOTE: Requests will not be processed until payment and attached agreement are received</u>	

Official Use Only		
Date Received	Date Completed	Processed By
Pmt Received	Sent Date	Comments



Eighteenth Judicial Circuit

Brevard County

Moore Justice Center, 2825 Judge Fran Jamieson Way, Viera, Florida 32940

•Fax: (321) 637-5573 •Email: digital.recordings@flcourts18.org

Digital Recordings Agreement:

The Eighteenth Judicial Circuit Court reserves all rights to the recording provided. Any unauthorized modification, enhancement, or alteration to the digital recording's original format will constitute a violation of this agreement with the Eighteenth Judicial Circuit Court. By signing this agreement, the purchaser of the recording is agreeing to the terms and conditions previously stated; failure to comply with any portion of this agreement will result in the imposition of sanctions against the signatory.

Signature

Print

Agency (if applicable)

Dated Signed