



Eighteenth Judicial Circuit, State of Florida Seminole County

Criminal Justice Center, 101 Bush Boulevard, Sanford, FL 32773
Fax: 407.665.4991 Phone: 407.665.6012



DIGITAL RECORDING REQUEST FORM (Seminole County Only)

Please complete ALL sections below as failure to provide any information may delay your request. Proceedings that are confidential in nature, such as Juvenile Dependency and 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 filled. **Requests will be furnished within fourteen (14) business days from receipt of payment.** Please print legibly or type information in order to avoid delay in processing this request.

The fee for this service is **\$ 25.00 for each date requested** (the cost of standard shipping is included in this charge).

Requested by:		Date of Request:
Business/Firm/Lawyer Name:		Contact:
Mailing/Billing Address:		
Phone Number:	Fax Number:	Email:
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"/> Criminal Justice Center <input type="checkbox"/> Civil Courthouse <input type="checkbox"/> Juvenile (court order must be attached)	
Courtroom Number/Letter:	Presiding Judge/Magistrate:	
Special instructions:		

Please mail or deliver this completed form to: →	Digital Court Reporters Criminal Justice Center 101 Bush Boulevard, 3rd Floor Sanford, FL 32773
Payments in the form of personal check or money order only should be made payable to: State of Florida	
Faxed Requests: 407.665.4991 PLEASE NOTE: Faxed requests will not be processed until payment and signed agreement are received.	
Questions? Please call: 407.665.6012	

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. By signing this agreement, the purchaser of the recording is agreeing to the terms and conditions herein stated; failure to comply with any portion of this agreement will result in the imposition of sanctions against the signatory.

Signature

Printed Name

Agency (if applicable)

Date Signed

Official Use Only		
Date Received:	Date Completed:	Processed By:
Payment Received:	Sent Date:	Record Number: