|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| **REQUEST FOR COPY OF CD FROM COURT RECORDING** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Reason for Request:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Style of Cause:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **File Number(s):** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Publication Ban(s):** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date of Proceedings (ONLY ONE DATE PER REQUEST):** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Court Proceedings:** | | | | | Civil | | | | | | | | | | | | | Criminal | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | |  |
| **Court Type:** | | | | | Supreme | | | | | | | | | | | | | Territorial | | | | | | | | | | | | Small Claims |
|  | | | | | Court of Appeal | | | | | | | | | | | | | Youth Criminal Justice | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name of Justice, Judge or Justice of the Peace:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chief Justice | | | | | | | | Chief Judge | | | | | | | | | | | | | | | | | Deputy Judge | | | | | |
|  | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | |
| Justice | | | | | | | Judge | | | | | | | | | | | | | | | | | | | J/P | | | | |
|  | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | |  | |
| **Recording Type:** | | | Full | | | | Excerpt | | | | | | | Specify: | | | | | | | | | | | | | | | | |
|  | | | | |  | | | |  | | | | | | | (Reasons, Testimony, Submissions, other, etc…) | | | | | | | | | | | | | | |
| **Party:** | Yes | No | | | | **Requested by:** Name: | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | |  | | | |  | | | |
| Email Address: | | | | | | | | | | | | | | | | | | | | | Phone Number: | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Office Use Only**  **WHEN ORDERING PROCEEDINGS ENSURE THAT THE REQUESTOR IS IN COMPLIANCE WITH THE COURT ACCESS GUIDELINES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Courtroom Number:** | | | | Courtroom 1 | | | | | | | | | Courtroom 2 | | | | | | | | | | Courtroom 3 | | | | | | | |
|  | | | | Courtroom 4 | | | | | | | | | Courtroom 5 | | | | | | | | | | Court Circuit: | | | | | | | |
|  | | | | |  | | | | | | | | | | |  | | | |  | | | | | | | | | | | |
| **Recording Times:** | | | | | From: | | | | |  | | | | | | | | | | | | | | To: | | |  | | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | |  | | |  | | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | |  | | |  | | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | |  | | |  | | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | |  | | |  | | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | |  | | |  | | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | |  | | |  | | | |
| Tape counter number Tape counter number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Request Approved | | | | | | | | | Request Denied | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | | |
| Judge’s Signature | | | | | | | | | | | |  | | | | | Date | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | CD Delivered by: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | Hand | | | | | | | | | | | | | | | |
| Clerk’s Name | | | | | | | | | | |  | | | | Counsel Box | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | Other | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | | |
| Date Completed | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | | |