

Date: \_\_\_\_\_

## **REQUEST TO LISTEN TO A 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**

#### **ENSURE THAT THE REQUEST COMPLIES WITH COURT ACCESS GUIDELINES**

**Courtroom/Boardroom:**      ☐ Courtroom 1      ☐ Courtroom 2      ☐ Courtroom 3  
   ☐ Courtroom 4      ☐ Courtroom 5      ☐ Supreme Court Boardroom  
   ☐ Court Circuit: \_\_\_\_\_      ☐ Territorial Court Boardroom  
(name of community)

**Recording Times:**      From: \_\_\_\_\_ To: \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_

☐ Request Approved                              ☐ Request Denied

\_\_\_\_\_  
Judge's Signature

\_\_\_\_\_  
Date

Date and time to listen to recording: \_\_\_\_\_

Clerk informed requestor by: \_\_\_\_\_ Date: \_\_\_\_\_  
(telephone, email, in person, etc)