

## Instructions for Audio Request

The Nineteenth Judicial Circuit is made up of four counties: Martin, St. Lucie, Indian River and Okeechobee.

Electronic copies of court proceedings that have been digitally recorded are available for purchase through the Court Reporting Services Office. The following are types of cases which are digitally recorded throughout the Nineteenth Judicial Circuit: Circuit Court Criminal, County Court Criminal, Domestic Violence Hearings, and hearings heard before Magistrates and Hearing Officers. Proceedings that are confidential in nature, such as Mental Health, Juvenile Dependency, and Juvenile Delinquency may be obtained only if an individual is a party to the case or by court order. These requests must be picked up in person and the individual must provide proper identification (driver's license, state identification, or passport).

An Audio Request Form must be completed and submitted to the Court Reporting Services Office. Please note that prior to August 2017, the Court Reporting Services office recorded proceedings using two different types of recording programs, therefore, the audio output may be in MP3 format or Windows compatible format, depending upon the program the court event was recorded in. Beginning September 2017, the program used by Court Reporting Services office records proceedings where the audio output is MP3 format, which is a Windows compatible format.

***Please note that an audio CD is not an official record. This audio CD is solely for use by the requesting party and specifically for listening purposes only. Only a Nineteenth Judicial Circuit court-approved transcriber should prepare a transcript using the audio contained on the CD.***

Acknowledgement of Prohibition Against Dissemination form must be completed and signed and submitted with the audio request. This form must be mailed back with your money order and request form. All media requests will be subject to a redaction fee.

All discs cost \$25.00 each. This price includes all shipping and handling charges. Please note that the confidential proceedings listed above must be picked up in person. Additionally, the person that is picking up this audio must provide proper identification (driver's license, state identification, or passport). Payment must be made by **money order or attorney's check** and made payable to the **State of Florida**. The payment and request form must be received before the audio request will be processed.

\*Please allow 2 to 3 business days to process an audio request.

**Please submit this request along with the money order to:**

Court Reporting Services  
Nineteenth Judicial Circuit  
218 South Second Street  
Fort Pierce, FL 34950



State Of Florida  
Nineteenth Judicial Circuit  
Digital Court Reporting

Save Form

## AUDIO REQUEST FORM

(All fields are required)

### CASE INFORMATION

|  |                     |                      |
|--|---------------------|----------------------|
| Case No.   | Name                |                      |
| Date of Hearing (Place additional dates in the Comments section below) | Judge or Magistrate | County               |
| Type of Case   |                     |                      |
| Felony   | Misdemeanor         | Traffic              |
| Domestic Violence  | Family              | Mental Health        |
| Juvenile   | Dependency          | Probate/Guardianship |

### REQUEST INFORMATION

|                  |   |              |  |
|------------------|---|--------------|--|
| CD Version       | PC Version CD                                 |              | PC Version CD: A compact disc with a self-executing software program that can be utilized on a personal computer (Windows OS only) |
|                  | MP3 CD  |              |  |
|                  | MP3 Version CD: A compact disc with MP3 audio |              |  |
| Requestor's Name | Phone No                                      | Request Date |  |

|                     |
|---------------------|
| Additional Comments |
|---------------------|

### FOR OFFICE USE ONLY

|   |             |   |
|---|-------------|---|
| M.O.#   | Amount Paid | Date of Completion                        |
| For ALL confidential cases: Is the requestor a party of the case? |             | ID checked prior to release of the audio? |

**ACKNOWLEDGEMENT**  
RELEASE OF AUDIO/VIDEO RECORDING OF COURT  
PROCEEDING TO ATTORNEY OF RECORD OR PARTY

CASE NAME:  
CASE NO.

**Prohibition Against Dissemination**

The audio/video recording of the above-referenced court proceeding that has been provided to you upon request may contain information that is confidential or exempt from public disclosure by court order or under Florida law. Dissemination of this recording to any other person is strictly prohibited. Violation of this prohibition may subject you to legal action for contempt of court.

Members of the general public may obtain a copy of this recording through a request to the Court Reporting Services Office, unless the recording is protected from public disclosure by court order or Florida law. Prior to release of the recording to a member of the general public, the Court Reporting Services Office will review the recording for confidential or exempt information, and redact such information from the recording.

I, \_\_\_\_\_, \_\_\_\_\_ am an attorney of record; \_\_\_\_\_ a party in the above-referenced court case. I acknowledge, pursuant to \_\_\_\_\_ (specify the statute, rule or order granting you access), that I have received and read the **Prohibition Against Dissemination** and understand that further dissemination of the audio/video recording provided to me is strictly prohibited and may subject me to legal action for contempt of court. By my signature below, I acknowledge, understand, accept and agree to comply with the **Prohibition Against Dissemination**.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Requester

\_\_\_\_\_  
Requester's Address

\_\_\_\_\_  
Requester's Telephone Number