

Instructions for Audio Request

The Nineteenth Judicial Circuit is made up of four counties.

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 there are two versions of the electronic copy of the proceedings. You must specify which version you want on the Audio Request Form. Below are the two ways audio may be requested.

1. A compact disc with a self-executing software program that can be utilized on a personal computer (*PC Version CD*)
2. A compact disc in MP3 format.

The attorney of record or a party in the court case must complete and sign the Acknowledgement of Prohibition Against Dissemination form. A member of the public or media requesting audio must sign the Acknowledgement of Prohibition Against Dissemination form if applicable. This form must be mailed back with your money order and request form.

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** 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:

State of Florida
Court Administration
Court Reporting Services
306 Courthouse Addition
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 or (style of case)	
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 MP3 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 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 STYLE:
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; ____ a member of the public; or ____ a member of the media. 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