

Criminal Justice Center  
Attn: Digital Court Reporters  
101 Eslinger Way, 3<sup>rd</sup> Floor  
Sanford, FL 32773



Phone: 407.665.6012  
Fax: 407.665.4991  
Email: [SeminoleDCR@flcourts18.org](mailto:SeminoleDCR@flcourts18.org)

# Eighteenth Judicial Circuit

## DIGITAL RECORDING REQUEST FORM

**For General Public**

Case Number: \_\_\_\_\_ Case Name: \_\_\_\_\_  
(State v. Name / Name v. Name / In the Interest of Name)

Hearing Date & Time: \_\_\_\_\_ Judge & Courtroom: \_\_\_\_\_

Requester: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

\* If JAC:  Court Appointed Counsel  Regional Counsel

### **AGREEMENT**

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

In accordance with FS 29.0195, which requires the trial court administrator to recover the actual cost of services being provided, **the fee for a copy of a digital recording is \$25.00** (includes shipping & handling) **plus a review and redaction fee of .38¢ per minute**. For example, the recording of an hour-long proceeding would cost \$47.80 (\$25 fee + 60 minutes X .38¢ per minute). **Orders will not be processed until payment is received.**

The Digital Court Reporting Office will contact you with the cost of your order. CD's will be mailed to the address provided, unless otherwise specified. Requests will be furnished within fourteen (14) business days from receipt of payment unless the matter was a Jury trial, which will take up to thirty (30) business days.

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.

**\*\* Make check or money order payable to: State of Florida \*\***

**\*\* We do not accept cash or credit cards \*\***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date