Eighteenth Judicial Circuit **Court Administration** **ATTN: Digital Court Reporter** **Moore Justice Center** **2825 Judge Fran Jamieson Way** **Viera, FL 32940** **(Brevard County Use Only)**	Phone: 321-633-2107 Fax: 321-637-5573 Email: digitalcourtreporters@flcourts18.org Recording Format: Audio/Video:____Audio Only:_____
Delivery Options: _____ Mail _____ Courier (include courier #)	

REQUEST FORM AND ACKNOWLEDGEMENT
RELEASE OF AUDIO/VIDEO RECORDING OF COURT PROCEEDING

CASE NUMBER: _____ **CASE NAME:** _____

JUDGE: _____ **COURTROOM:** _____

HEARING DATE: _____ **HEARING TIME:** _____

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 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.

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 Court. By signing this agreement, the purchaser of the recording is agreeing to the terms and conditions previously stated; failure to comply with any portion of this agreement will result in the imposition of sanctions against the signatory.

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 cost for a copy of a digital recording for an hour-long proceeding would cost $47.80 ($25 fee + 60 minutes x $.38 per minute). ***Requests for digital recordings will not be processed until full payment and a signed copy of the usage agreement are received. Normal turnaround time is 10 to 14 business days after payment is received, however if a recording of a jury trial is being requested, it can take up to 30 days to fill the order.***

_____ _____
Signature of Requester Date

_____ _____
Printed Name of Requester Requester's Address

_____
Requester's Telephone Number

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