

INSTRUCTIONS FOR ORDERING AUDIO

Please make sure that the form is complete before submitting it to the court. To obtain a copy of the audio from a hearing, **visit your nearest court location** or mail in a completed request form along with payment, *per CD*, to the **originating court location where the audio was recorded** (see court directory hyperlink below). Each CD holds approximately 6 to 8 hours of audio. If your request requires more than one CD, you will be charged for each additional CD. Fees for electronic recordings can be found in [Administrative Rule 9\(d\)](#).

Your request **must contain CD / tape / media numbers and log numbers** in addition to **hearing dates and case numbers**. This information is available in the log notes located within the specific case file. You may visit the court location of the originating case file and view the log notes to obtain the media numbers and log numbers, or you can submit a written request to the originating court for the log notes. Refer to the following hyperlink for a court directory:

<http://courts.alaska.gov/courtdir/index.htm>

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- ▶ If the request is for a hearing before 2000, the customer **MUST** provide a copy of the log notes; however, customers may submit log notes with ANY audio request.
 - ▶ Audio recordings may only be duplicated in the same format as the original recording. For example, if the original media was recorded on ForTheRecord (FTR) CD, the audio will be duplicated to CD in FTR format. Similarly, if the original media is on cassette, the audio will be duplicated to a cassette.
 - ▶ The ForTheRecord (FTR) audio player can be downloaded for free at www.ForTheRecord.com. CourtSmart CDs come with their own mini-player on each CD — no installation is required.

FORMATS

If the desired hearing took place. . .

it is most likely...



Prior to 2000 or 2001 (approximately)	- on cassette tape
Between 2001 through early 2009	- on CD, in FTR audio
Between summer 2009 to the present	- on CD, in CourtSmart audio

Mac users: *Please specify if you plan to use the audio on an Apple computer.*

Transcribers only: *Please specify if you need 4-channel cassettes instead of the usual mp3 CD used for pre-FTR audio*

Note: Multiple formats cannot be duplicated to the same CD. For example, a 2007 hearing on FTR Gold and a 2009 CourtSmart hearing cannot be put on the same CD.

Please allow 5 business days for completion of your order. Thank you!

AUDIO RECORDING REQUEST

Please allow up to 5 business days to complete your order. Large requests may take longer.

Today's Date: _____

Most audio recordings are duplicated on compact disc for use with computers. If the original recording was on cassette tape, audio can be duplicated onto CD or 4-channel cassette (for transcribers). Requests for grand jury audio must be accompanied by the requestor's Entry of Appearance.

Mac-compatible? **Check here if you plan to use this audio on an Apple computer.**

Select One: Call for pick-up Mail to address below State agency pick-up box

For Agencies/Attorneys only: _____
Name of Law Office or Agency

Check here if court appointed

Requested by: _____

Address: _____

Phone Number: _____

Case Number: _____

Case Name: _____

Check here if records will be used for an appeal

Hints for listing media numbers and log numbers: On the log notes for the desired hearing, the media/CD/tape number is generally located in the upper left quarter of the first page. The log numbers are the timestamps—hours, minutes, and seconds—either handwritten in that upper left area, or listed down the left margin (on typed log notes).

Attach a copy of the log notes or complete the information below.

Failure to specify information accurately and completely may delay order processing.

Note: If the hearing took place before 2001, *complete* log notes **must** be attached to this request.

Hearing Date	Type of Proceeding	Tape #, CD # or Media # <small>(CourtSmart only: log notes may use Courtroom # in place of media #)</small>	Beginning Log #	End Log #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

One format per CD. Unclaimed requests will be destroyed 90 days after initial pick-up notification.

OFFICE USE ONLY

Receipt Number _____

Amount Paid _____

Name _____ Voicemail

Amount Owed _____

Date Called/Mailed _____