

For more information on the District Court or its procedures, please contact a clerk at the District Court of Maryland location nearest you.

For more information about the Maryland Judiciary and the District Court visit the website, at:

mdcourts.gov

Transcripts and Recordings

How to
Obtain a
Recording
or
Transcript

It is the mission of the District Court of Maryland to provide equal and exact justice for all who are involved in litigation before the court.

Information contained in this brochure is intended to inform the public and not serve as legal advice. Brochure is subject to unscheduled and unannounced revisions. Any reproduction of this material must be authorized by the Office of the Chief Clerk of the District Court of Maryland.



The District Court of Maryland is a court of record, which means that all proceedings before the court are recorded.

A typed **transcript** of a proceeding will be produced under certain limited conditions.

Recordings on compact disc or by e-mail format may be requested by anyone.

TRANSCRIPTS

Transcripts may be obtained only when the person making the request has appealed a District Court judgment in a civil case where the amount of the claim is more than \$5,000 (\$2,500 if case was filed prior to 10/1/03). In such instances, you must request that a transcript be forwarded to the circuit court.

When you make your request, you must submit a copy of your appeal letter, along with a \$75 deposit. The court will prepare one original, which is sent to the circuit court and one copy, which is sent to you.

The cost for a transcript is \$3 per page. If your final cost totals less than \$75, a copy of the transcript will automatically be mailed to you and the balance of your deposit returned.

If your final cost totals more than \$75, the court will bill you. Your copy of the transcript will be released to you upon payment of the bill.

A transcript includes the proceedings in a case. For example, if the judge held a preliminary hearing in the case just prior to the trial, both that hearing and the trial will be transcribed.

RECORDINGS

Anyone may request a copy of an audio recording of a case, regardless of whether the individual making the request was a party in that case. Requests for recordings must be submitted in writing to the clerk's office and are processed on a first come first served basis. Cases heard more than three (3) years ago may not be available.

All recordings will be provided on either a data compact disc (CD) that can be played back on a Windows-based computer or an electronic recording delivered by e-mail using a file sharing program. The cost for a CD recording is \$15 per case and the cost for an electronic (e-mailed) recording is \$10 per case.

A party to any case, or the attorney for any party, may be permitted to listen to the recording of the trial of that case, at a time and a place determined by a judge to be appropriate.

RESTRICTIONS ON USE

A person who receives a copy of an electronic recording to which public access is limited, may not: (1) make or cause to be made any additional copy of the shielded portion of the recording or (2) play for, give or electronically transmit the shielded portion of the recording to any unauthorized person.

RECORDINGS - DISTRICT COURT COMMISSIONERS

Proceedings before District Court Commissioners are recorded when an advice of rights to counsel is given to a person charged with a crime, except certain portions of the proceeding that shall be muted. Any malfunction or unavailability of recording does not affect the validity of determinations or actions of the commissioner.

MAKING A REQUEST

To request a transcript or recording, you must submit a letter or request for transcript or recording to the District Court location where your case was heard. Your request must include the following information:

- the case number
- the trial/hearing dates
- the names of both parties to the case; and
- your name, address, and phone number

Transcripts are generally completed within 60 days of a request, while recordings are completed within 30 days.