

## REQUEST FOR AUDIO RECORDING

Please complete and submit form, preferably via email, to: Court Reporter  
Circuit Court for Queen Anne's County  
200 North Commerce Street  
Centreville, Maryland 21617  
[tracy.whitzel@mdcourts.gov](mailto:tracy.whitzel@mdcourts.gov)

**Please note: Digital Audio Recordings may not be available for all court proceedings. Once a request is submitted, the Court Reporter's office will determine if an audio recording is available and will contact you promptly with information regarding the fee and instructions for sending payment. CDs will be prepared only upon advance receipt of payment. Your payment indicates acceptance and agreement with the terms and conditions of use as described herein.**

Digital Audio recordings of court proceedings can be produced upon written request received at least 14 business days in advance for \$60.00 per CD (Additional \$50.00 per CD on request less than 14 days in advance).

Digital Audio Recordings are made from the original master recording of a court proceeding and are *available for verification of testimony only*. They are not certified for court use and may not be used as the official court record in place of an official transcript.

**Please provide the following contact information (type or print legibly) [\*required]:**

Request Date: *	
Name of Requestor: *	
Organization: *	
Street Address: *	
City, State, Postal Code: *	
Daytime Phone: *	
Email Address: *	

**Please provide the following case information (\*required):**

Case Title: *	
Case Number: *	
Hearing Date (needed for recording) 1: *	
Hearing Date (needed for recording) 2: *	
In specific detail, part(s) of proceedings requested: *	
Name of Judge/Magistrate: *	
Date recording is needed by requestor: *	
Comments:	