

THE CIRCUIT COURT FOR WORCESTER COUNTY, MARYLAND

ADMINISTRATIVE POLICY

(Procedures for Obtaining Official Court Record)

The Circuit Court for Worcester County, Maryland hereby adopts the following policy as procedures for persons requesting copies of proceedings recorded electronically on Court Smart and For The Record (FTR) equipment and proceedings recorded stenographically by an official court reporter:

POLICY

1. In Court Proceedings when a court reporter is present, the official record is the transcript prepared by the court reporter. There will be no audio or video recordings available. Only pursuant to a Court Order will the audio recording be made available for listening, reviewing, or copying.
 2. In Court Proceedings when a court reporter is not present, the official record is the audio recording. Pursuant to Rules 16-405 and 16-406, a CD will be available for purchase, except as provided in Rule 16-406 (e).
 3. If a CD is purchased, it may be used only for the purchaser's reference. The CD cannot be used in Court in place of a transcript.
 4. Because of the regulations governing transcript preparation, you must order a transcript through the Office of the Court Reporters. The CD cannot be used to prepare a transcript.
5. Each hearing date will be recorded on a separate CD. The fee is \$20.00 for each CD. Make your check or money order payable to: Worcester County, Maryland, 1 West Market Street, Room 228, Snow Hill, Maryland, Attention: Kathy Zeve.

STEPHEN V. HALES
CLK. CT. CT.
WDR: 00

2013 MAY 30 AM 10:19

FILED

5/29/13
Date



Thomas C. Groton, III
Administrative Judge

2013 MAY 30 The foregoing certificate
filed and forthwith recorded in Court Proceedings
S.V.H. No. 32 Folios 203

Clerk