

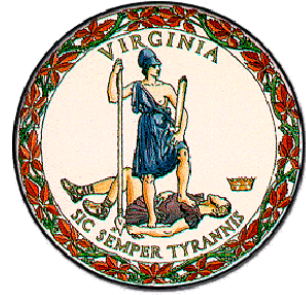


COMMONWEALTH OF VIRGINIA
COUNTY OF LOUDOUN
OFFICE OF THE CLERK OF CIRCUIT COURT

P.O. Box 550
LEESBURG, VIRGINIA 20178
703-777-0270

www.loudoun.gov/clerk

Gary M. Clemens
Clerk



Kevin J. Blatchley
Chief Deputy-Business Services

Laura E. Boudreaux
Chief Deputy-Operations & Finance

Karen M. Myers
Chief Deputy-Judicial Services

**INSTRUCTIONS FOR REQUESTING COURT AUDIO FROM
LOUDOUN COUNTY CIRCUIT COURT CLERK'S OFFICE**

1. Recordings are available for hearings/trials in cases heard on or after December 5, 2001.
 - a. Audio recordings are not considered to be the official record of the proceedings in the case, as they do not meet the requirements of VA Code §17.1-128
2. Each request contains a single hearing that lasts no more than two consecutive court days.
 - a. Trials or hearings exceeding two (2) consecutive days require multiple requests and fees.
 - b. Any hearings/trials that are continued or that do not run consecutively must have additional request forms completed and additional fees submitted to the court.
3. Audio recordings are available in four formats depending on the date recorded
 - a. FTR Gold – These will play on your computer only if you have installed the FTR Player software, which is included on each CD. Unfortunately this software is not available for Mac PCs
 - b. MP3 – These will play on most computers using Windows Media Player, Nero, etc.
 - c. DCR – New format from BIS Digital Inc. User will need to install DCR to play file.
 - d. M4A – Windows media file. Compatible with Windows Operating Systems only.
4. CD's will be ready for pick-up or mailed within five (5) business days, unless notified otherwise.
5. An expedited Process is available upon request for an additional fee of \$50.00 per CD.
 - a. Expedited requests will be available for pickup by noon the following business day unless otherwise notified.
6. Payment is due at the time of your request and should be in the form of check, money order, cash or credit card. Cash and credit card payments will be accepted only at the Clerk's Office during regular office hours.

AUDIO RECORDINGS OF LOUDOUN COUNTY CIRCUIT COURT

Request From: _____
 Contact Name: _____ Phone Number _____
Person to contact when request is ready for pick or delivery

Delivery Method: Pick-Up Mail-Delivery

MAILING ADDRESS: _____

Date(s) and Time(s) of hearing/trial

	<u>Date</u>	<u>Start Time</u>	<u>End Time</u>
First Day:	_____	_____	_____
Second Day:	_____	_____	_____

NOTE: Each request is for a single hearing of no more than two (2) consecutive days. If your hearing or trial exceeds two (2) days an additional request form and fee is required. (Audio recordings are available from 12/5/2001 to present)

Case Information

Judge: _____ Courtroom: _____ Case #: _____
 Style of Case: _____

Requested CD Format

I am requesting my recording in the following format: FTR Gold/DCR (\$35.00) MP3/M4A (\$55.00)

I am requesting an EXPEDITED copy at an additional cost of \$50.00: Yes No

Costs: _____ + _____ = _____
(Recording Format) (Expedited Fee) (Total)

Clerk Use Only

	<u>Date</u>	<u>Signature</u>
Information verified and request received:	_____	_____ Clerk
Request given to IT Department:	_____	_____ Clerk
Request available at counter:	_____	_____ IT
Customer Pick-Up/Mail Delivery :	_____	_____ Customer/IT