



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](http://www.loudoun.gov/clerk)

**Gary M. Clemens**  
**Clerk**



## INSTRUCTIONS FOR REQUESTING COURT AUDIO OF CIVIL HEARINGS

1. Recordings are available for hearings/trials in cases heard on or after December 5, 2001.
  - Audio recordings are not considered to be the official record of the proceedings in the case.
  - Audio recording may be suspended at the discretion of the judge.
2. Each request is \$35.00 and contains a single hearing that lasts no more than two consecutive court days.
  - Trials or hearings exceeding two (2) consecutive days require multiple requests and fees.
  - 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 different formats depending on the date recorded and in which courtroom.
  - FTR Gold – These will play on your computer if you have installed the FTR Player software, which is included with each request. Alternatively, there is the FTR Web Player
    - No reformatting options are available for FTR files.
  - DCR – These will play on your computer if you have installed the DCR Player software. A link to download this software is included with each request.
    - DCR can be reformatted to M4A for an additional fee of \$20.00 per request.
4. Requests will be ready for pick-up or mailed within five (5) business days unless notified otherwise. At this time, we cannot provide requests via email or download.
5. An expedited process is available upon request for an additional fee of \$50.00 per request.
  - 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 a 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.
  - §17.1-606 Informa Pauperis does not apply to these fees.

# CIRCUIT COURT CIVIL HEARING AUDIO REQUEST FORM

Request From: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I will pick up my request in person.  Please mail my request to me.

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

## Case Information

Plaintiff: \_\_\_\_\_ Defendant: \_\_\_\_\_

Case #: \_\_\_\_\_

## Hearing/Trial Information \*\*

Judge: \_\_\_\_\_ Courtroom: \_\_\_\_\_

Date

Start Time

First Day: \_\_\_\_\_

Second Day: \_\_\_\_\_

I want my request on a flash drive.  OR I want my request on a CD.

## Optional Requests \*\*

I am requesting my audio be reformatted at an additional cost of \$20.00:

I am requesting an EXPEDITED copy at an additional cost of \$50.00:

Costs: \$35.00 + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
(Reformat Fee) (Expedited Fee) (Total)

**\*\* See Instruction Sheet for more information**

## Clerk Use Only

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This is a Sealed or CJ Case: Yes / No I have verified Requester's ID & Permissions \_\_\_\_\_

Request given to IT Department: \_\_\_\_\_  
Clerk

Request returned to Civil Staff: \_\_\_\_\_  
IT

Customer Pick-Up/Mail Delivery: \_\_\_\_\_  
Customer/Clerk