**Transcript/Audio Recorded Material Request Form**

**St. Mary’s County Circuit Court**

**Contact Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Case Information:**

Case Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hearing Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Judge/Magistrate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Transcript/Audio Disc is Needed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(If your need-by date is less than 14 days from the date of your request date, additional fees shall apply).**

**NOTE: If you wish to pick up your transcript and/or audio discs in person, you must schedule an appointment to do so.**

Please place a check mark next to the type of transcript you are requesting. **If you are requesting a transcript for an appeal, please make sure you check the correct line.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transcript

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transcript for Appeal/Exceptions

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Audio Recorded Material Disc

**ANY AND ALL REQUESTS CONCERNING TRANSCRIPT/RECORDED MATERIAL ARE SUBJECTED TO MARYLAND RULE 16-504.**

**AUDIO CD’S GENERATED FROM THE ORIGINAL MASTER RECORDING ARE PROVIDED FOR LISTENING PURPOSES ONLY. THEY MAY NOT BE USED AS THE OFFICIAL COURT RECORD IN THE PLACE OF A TRANSCRIPT. ONLY TRANSCRIPTS PREPARED AND CERTIFIED BY THE COURT’S APPROVED TRANSCRIPTIONISTS ARE DEEMED “OFFICIAL” AND MAY BE ADMITTED AS EVIDENCE.**

**THE PERSON WHO RECEIVES A COPY OF ANY ELECTRONIC RECORDING SHALL NOT MAKE OR CAUSE TO MAKE ANY ADDITIONAL COPIES OF THE RECORDING, AND ANY PERSON WHO RECEIVES A COPY OF THE ELECTRONIC RECORDING SHALL NOT ELECTRONICALLY TRANSMIT THE RECORDING TO ANY PERSON OR ENTITY PURSUANT TO MARYLAND RULE 16-504.**

**BY SIGNATURE BELOW, I HEREBY ACKNOWLEDGE AND AGREE TO THE COURT’S POLICY ON USE OF THE AUDIO CD OUTLINED ABOVE.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requesting Party**

**Internal Use Only:**

Request Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimate Given to Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Payment Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transcript Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Delivered/Mailed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_