

**CIRCUIT COURT FOR WASHINGTON COUNTY
COURT REPORTING SERVICES**

REQUEST FOR COPY OF DIGITAL RECORDING

DATE: _____

All requests must be made to the court reporter assigned to the judge/magistrate who presided over the hearing.

Requests in Writing should be addressed to the Appropriate court reporter at the below address:

24 Summit Avenue
Hagerstown, MD 21740

CHARGES: *The cost is \$25 per hearing session. Payment in full must be received before your order is processed. Payment will be coordinated with the Court Reporter. Please call the assigned court reporter for more information.*

*Court Reporters:
Tracy Zamora (Hon. Brett R. Wilson) 240-313- 2548
Kelly Pierce (Hon. Dana Moylan Wright) 240-313-2519
Dee Barnhart (Hon. Viki M. Pauler) 240-313-2554
Debra Kline (Hon. Mark K. Boyer) 240-313-2547
Linde Cessna (Hon. Andrew F. Wilkinson) 240-313-2564
Tressa Clifford (Hon. Joseph S. Michael) 240-313-2544
Sandra Faith (Magistrate G. Clair Baker) 240-313-2574*

CASE NAME: _____

CASE NUMBER(S): _____

DATE(S) OF PROCEEDINGS:

JUDGE/MAGISTRATE:

REQUESTED BY: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

FAX: _____

Are you a party or an attorney representing a party in this case? YES: _____ NO: _____

SIGNATURE OF THE REQUESTOR: _____

NOTE: *Official audio recordings generated from the original master recording are provided for listening purposes and verification of testimony only. They may not be used as the official court record in the place of a transcript. Transcripts cannot be produced using audio recordings. Only transcripts prepared and certified by the court's approved transcriptionists are deemed official and can be admitted as evidence.*

Completed orders left in this office longer than 30 days will be destroyed and your payment will be forfeited.

*Internal Office Use Only:
Case Number checked against expungement database. Initials: _____*