

SEVENTH JUDICIAL CIRCUIT OF FLORIDA
Flagler, Putnam, St. Johns and Volusia Counties
Digital Court Reporters Office

CD REQUEST FORM

The Digital Court Reporting Offices do not prepare written transcripts.

KIM C. HAMMOND JUSTICE CENTER (Flagler)
 1769 East Moody Blvd, Building 1
 Bunnell, Florida, 32110
 386-313-4574, Fax: 386-437-7288
DCR-Flagler@circuit7.org

RICHARD O. WATSON JUDICIAL CENTER (St. Johns/Putnam)
 4010 Lewis Speedway, Suite 290
 St. Augustine, FL 32084
 904-827-5644, Fax: 904-827-5645
DCR-SJC@circuit7.org

S. JAMES FOXMAN JUSTICE CENTER (East Volusia)
 251 North Ridgewood Ave, Room 242
 Daytona Beach, FL 32114
 386-239-7846, Fax: 386-254-4609
DCR-Daytona@circuit7.org

VOLUSIA COUNTY COURTHOUSE (West Volusia)
 101 North Alabama Ave, Suite B-133
 DeLand, FL 32724
 386-626-6589, Fax: 386-822-5791
DCR-DeLand@circuit7.org

**\$20.00 PER CD, ACCEPTABLE FORMS OF PAYMENT ARE A CHECK OR MONEY
 ORDER MADE PAYABLE TO "STATE OF FLORIDA"**

DATE CD REQUESTED BY: _____ TODAY'S DATE: _____

CASE NAME: _____

CASE NUMBER: _____

DATE OF PROCEEDING: _____

TYPE OF PROCEEDING: _____

JUDGE/GENERAL MAGISTRATE/HEARING OFFICER: _____

CASE TYPE: * **Reference back of form.**

Misdemeanor Felony Domestic Violence Injunction Dept. of Revenue

*Juv Dependency *Juv Delinquency *Baker/Marchman *Guardian/Incapacity

REQUESTOR _____ WILL PICK UP CD MAIL CD TO:

ADDRESS & PHONE NUMBER _____

Operating System of computer you will use to play the CD: Windows PC Mac ** **Reference back of form.**

ON BEHALF OF:

SAO PD Court Appointed Regional Counsel Private Pro Se

DCF Judge Court Admin Other

COUNTY OF ORIGIN: Flagler Putnam St. Johns Volusia

FOR COURT REPORTER USE ONLY:

CD PICKED UP OR MAILED BY:		DATE CD PICKED UP OR MAILED:	

AMOUNT PAID:

RECEIPT NUMBER:

- Requesting party completes the CD Request Form.
- Requesting party either takes the completed form to the appropriate Digital Court Reporters' Office, or can mail the form, along with a check or money order made payable to the State of Florida for the \$20.00 CD fee, or a signed Court Order if applicable.
- Proceedings digitally recorded in **Putnam County** should be ordered from the **Richard O. Watson Judicial Center Office**.
- Prior to the release of a CD to an individual who is not the attorney of record, a party to the case, or a self-represented litigant, the Digital Court Reporting Office will redact confidential or exempt information from the recording.
- The requesting party makes his/her own arrangements for the production of an official transcript with a private court reporting firm or transcriptionist. Said transcript must comply with requirements set forth in Rule 2.535, Florida Rules of Judicial Administration. Transcription costs will be borne by the requesting party.

*** PLEASE NOTE THE FOLLOWING RESTRICTIONS RE: RELEASE OF DIGITAL COURT REPORTING RECORDS IN ACCORDANCE WITH ADMINISTRATIVE ORDER W-2008-131, EFFECTIVE DATE OF SEPTEMBER 5, 2008:**

Baker Act, Marchman Act, Adult Protective Services Act, and certain Guardianship proceedings, as well as such other proceedings as may be appropriate, are to be made available to parties and/or attorneys of record only.

Juvenile Delinquency proceedings are to be made available to parties and/or attorneys of record upon request, and to others upon Court Order.

Juvenile Dependency, Termination of Parental Rights, Children and Families in Need of Services (CINS/FINS) proceedings, as well as such other proceedings as may be appropriate, are to be made available to parties and/or attorneys of record only, but only if so ordered by the Court.

Parental Notice of Abortion Act proceedings are confidential and may not be made available.

**** CDs to be played on Mac Operating Systems must be MP3 audio only and will not include tag annotations due to compatibility issues.**