

Audio/Video Request Form

Jefferson Circuit Court Clerk's Office
2nd Fl., Suite 231
700 W. Jefferson St.
Louisville, KY 40202
Phone: 595-3606

- **NO RUSH ORDERS** (You will be contacted via e-mail for pick-up, unless requested otherwise.)
- POSTAGE required, if mailed
- PAYMENT required when request made: Cost per Video - \$25.00
- PROCESS TAKE 2 TO 4 WORKING DAYS (Process completed in order of receipt)
- **MONEY ORDERS or LAW FIRM CERTIFIED/CASHIER CHECKS ARE MADE PAYABLE TO:**
David L. Nicholson, Circuit Court Clerk

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Date of Request: _____

Case No. _____

Style of Case: _____
(Party Names: Who VS Who)

<u>Div/CtRm</u>	<u>Recording Type</u> <small>(Hearing/Trial Motion Hr.)</small>	<u>Hearing Date</u>	<u>Court Time</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For Office Use Only	
<u>Time of Taping</u>	<u>CD/Tape Number</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Requested by: _____

Telephone No.: _____

E-mail Address: _____

Address: _____
(Complete only, if request to be mailed)

PLEASE CHECK ONE OF THE FOLLOWING:

- Commonwealth Attorney
 County Attorney
 Public Defender
 Private Attorney
 Private Citizen
 Police
 Other

TAPE RECEIVED BY: _____ **DATE:** _____

FOR OFFICE USE ONLY

Amount Paid: _____ Cash: _____ Check #: _____ Receipt #: _____ Clerk: _____
 Balance Due: _____ Balance Paid: _____ Cash: _____ Check #: _____ Receipt #: _____ Clerk: _____