Twentieth Judicial Circuit Tracking #_____

ELECTRONIC COURT REPORTING

Collier County Justice Center, 3315 Tamiami Trail East, Suite 501, Naples, FL 34112-5324
Phone: (239) 252-8474 / Fax: (239) 252-2609

REQUEST FOR DIGITAL RECORDING OF DUE PROCESS PROCEEDING

- Complete this request form and submit it back to the front desk at Court Administration on the 5th Floor of the Collier County Justice Center or mail it back to the address listed above along with your payment (personal check or money order).

- Personal check or money order must be made **payable to "State of Florida"** in the amount of **$25 for each proceeding per date requested.** Payment is required before your request can be processed.

- When the recording is ready, you will be notified of such at the contact information you provide below. Requests will be filled within 7-10 business days from receipt of full payment. **ANY REQUEST NOT PICKED UP after processing and notification WILL BE DISCARDED AFTER 30 DAYS.**

CASE NUMBER:_____ COUNTY:_____
JUDGE/MAG/HEARING OFFICER:_____
CASE NAME/STYLE:_____

TYPE OF PROCEEDING	DATES	TIMES	CHECK #

☐ CRIMINAL ☐ CIVIL ☐ POST-CONVICTION ☐ DELINQUENCY*
☐ DEPENDENCY* ☐ APPEAL** ☐ OTHER_____

*** Court order required for juvenile proceedings as outlined in Florida Rules of Juvenile Procedure**
**** Designation to Court Reporter and Order Approving Transcript required for indigent defendants**

REQUESTED BY:_____ DATE:_____
EMAIL ADDRESS:_____ COURTHOUSE BOX#:_____
AGENCY/FIRM:_____
☐ Private Atty ☐ Pro Se ☐ State Atty/Pub Def/Reg Coun ☐ Court Appointed Atty
(Must submit Order of Appointment)
ADDRESS:_____
PHONE (Optional):_____

Electronic Court Recording will only supply a certified copy of recorded proceedings.

DISCLAIMER

The Administrative Office of the Courts of the Twentieth Judicial Circuit, Electronic Court Reporting Office, Court Administrator, Judges, State, County, and any employees thereof shall not be held responsible or liable for any errors, omissions, mistakes, negligence, or any other acts committed by or on behalf of the transcriptionist, or committed by or on behalf of any party, person, or entity requesting or utilizing the electronic recording, regardless of whether or not the acts are, or were, committed intentionally, maliciously, or in bad faith. Any party, person or entity requesting a recording of due process proceedings electronically recorded for transcription purposes, or for any other purposes, shall indemnify and hold harmless the Administrative Office of the Courts of the Twentieth Judicial Circuit of Florida, Electronic Court Reporting Office, Court Administrator, Judges, State, County, and any employees thereof from any actions or claims which might arise based upon any errors, omissions, mistakes, negligence, or any other acts committed by or on behalf of the transcriptionist or committed by or on behalf of any party, person, or entity requesting or utilizing the electronic recording regardless of whether or not the acts are or were committed intentionally, maliciously, or in bad faith.

ACKNOWLEDGEMENT

RELEASE OF AUDIO RECORDING OF COURT PROCEEDING
TO ATTORNEY OF RECORD OR PARTY

CASE STYLE:_____

CASE NO.:_____

PROHIBITION AGAINST DISSEMINATION

The audio recording of the above-referenced court proceeding that has been provided to you upon request may contain information that is confidential or exempt from public disclosure by court order or under Florida law. Dissemination of this confidential or exempt information to any other person is strictly prohibited. Violation of this prohibition may subject you to legal action for contempt of court.

Members of the general public may obtain a copy of this recording through a request to the Electronic Court Reporting ("ECR") office, unless the recording is protected from public disclosure by court order or Florida law. Prior to release of the recording to a member of the general public, the Electronic Court Reporting office will review the recording for confidential or exempt information and redact such information from the recording.

I, _____, am an attorney of record or a party in the above-referenced court case. I acknowledge that I have received and read the **Prohibition Against Dissemination** and understand that further dissemination of any confidential or exempt information contained on the audio recording provided to me is strictly prohibited and may subject me to legal action for contempt of court. By my signature below, I acknowledge, understand, accept, and agree to comply with the **Prohibition Against Dissemination**.

_____ _____
Signature of Requester Date

_____
Printed Name of Requester

_____
Requester's Address

_____
Requester's Telephone Number