



Tracking # \_\_\_\_\_

**Twentieth Judicial Circuit  
Electronic Court Reporting**

Lee County Justice Center, 1700 Monroe Street, Fort Myers, Florida 33901  
Phone 239.533-8207 – FAX 239.485.2524

**REQUEST FOR DIGITAL RECORDING OF DUE PROCESS PROCEEDING**

**MAIL REQUEST FORM & PAYMENT TO ELECTRONIC COURT REPORTING, 1700 MONROE STREET, FORT MYERS, FLORIDA 33901, OR BRING THE FORM TO YOUR LOCAL COURTHOUSE. GLADES & HENDRY COUNTY MUST BE MAILED TO LEE ECR OFFICE IN FORT MYERS. A CHECK OR MONEY ORDER FOR \$25.00US PAYABLE TO STATE OF FLORIDA FOR EACH PROCEEDING PER DATE REOUESTED MUST BE RECEIVED BEFORE A REOUEST CAN BE FILLED.**

**CASE NUMBER:** \_\_\_\_\_  
**JUDGE/MAG/HEARING OFFICER:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_  
**CASE NAME/STYLE:** \_\_\_\_\_

TYPE OF PROCEEDING	DATES	TIMES	CHECK NUMBER

**CRIMINAL**     **CIVIL**     **POST-CONVICTION**     **DELINQUENCY\***  
 **DEPENDENCY\***     **OTHER** \_\_\_\_\_     **APPEAL \*\***

\* Court order required for juvenile proceedings 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.**

^Order of Appointment must be attached.

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**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, 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.

**Requests will be filled within 7-10 days from receipt of full payment.**

**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 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