

* 20th Judicial Circuit Court * <u>Court Administration for Lee, Collier, Glades, Hendry and</u> <u>Charlotte Counties</u> MEDIA REQUEST FORM		For Court Use Only Tracking #:	
		Due Date:	
1. NAME		2. DATE	
3. EMAIL ADDRESS		4. AREA CODE/PHONE NUMBER () -	
5. AGENCY/FIRM NAME		6. ☐ State Attorney ☐ Public Defender ☐ Privately Retained Attorney ☐ Pro Se (non-attorney) ☐ Court-Appointed Conflict Attorney	
7. MAILING ADDRESS		8. CITY	9. STATE
		10. ZIP CODE -	
11. CASE NUMBER	12. JUDICIAL OFFICIAL	13. <u>DATE/TIME OF PROCEEDING</u> DATE: TIME: ☐ am ☐ pm	
14. CASE NAME (STYLE OR CAPTION)		15. LOCATION OF PROCEEDINGS Lee County	
16. <u>ORDER FOR</u> ☐ APPEAL ☐ NON-APPEAL		17. <u>TYPE OF CASE</u> ☐ CRIMINAL ☐ CIVIL ☐ POST-CONVICTION ☐ CAPITAL CASE ☐ GRAND JURY ☐ JUVENILE* OTHER	
*Court order required and must be attached.			
18. Specify type of proceeding and date of proceeding for which media is requested			
TYPE OF PROCEEDING		DATE(S)	
20. BY WHAT DATE IS THE MEDIA NEEDED?			
REQUESTER SIGNATURE			
21. SIGNATURE (TYPE NAME IF ELECTRONIC SUBMITTAL) /s/		DATE ORDER RECEIVED	DATE
22. DATE		ORDERING PARTY NOTIFIED TO PICK UP MEDIA	BY
PROCESSED BY/COURT CONTACT		DATE MEDIA SHIPPED	
SUBMITTAL METHODS: Email To: dcrc@ca.cjis20.org Fax To: 239-335-2524 Mail or Bring To: Respective Court House listed at the end of the Media Request Instructions Electronic Court Recording will only supply a certified copy of the recording.			
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