

FORMAL REQUEST TO ORDER CD OF COURT PROCEEDINGS

Any questions should be directed to Judy Hussey at (850)-606-4470 or by email at JudyH@LeonCountyFL.gov

The following information is needed in order to complete your request for ordering a digital CD of court proceedings. The general cost of a CD is \$25.00 although there may be additional charges. We will need a Money Order or Check made payable to the "State of Florida" before we can make the CD. We cannot accept cash or credit cards. These CD's can only be played on a computer.

Please complete the following information:

NAME OF CASE: _____

PHONE NUMBER FOR CONTACT: _____

CASE NUMBER: _____ DATE OF PROCEEDINGS: _____

NAME OF JUDGE: _____

COURTROOM: _____

NAME OF PERSON REQUESTING CD: _____

RELATIONSHIP TO PROCEEDINGS:

Attorney Interested Party Other _____

Payment is due before CD order can be processed. Make check or money order payable to **The State of Florida**. Please see attached fee sheet for CD cost.

Some proceedings MAY COST MORE DUE TO THE LENGTH OF THE PROCEEDING. You will be notified if additional charges should incur before your CD is made.

There is an approximate 5 to 7 day wait for most CDs. CDs for trials may take up to 30 days. You will be contacted when your CD is ready to be picked up.

ACKNOWLEDGEMENT

RELEASE OF CD OF AUDIO/VIDEO RECORDING OF COURT PROCEEDING TO ATTORNEY OF
RECORD OR INTERESTED PARTY

CASE NAME: _____

CASE NO: _____

DATE OF PROCEEDING: _____

PROHIBITION AGAINST DISSEMINATION

The audio/video 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 under Florida law. Dissemination of this recording 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 Digital 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 Digital 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 or interested 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 the audio/video 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

Date

Address

Contact Number

CD Proceedings Rate Sheet

PLEA AND SENTENCE	\$25.00
MOTION HEARING-(LESS THAN 3 HOURS)	\$25.00
MOTION HEARING-(OVER 3 HOURS)	\$25.00
FIRST APPEARANCE	\$25.00
DOMESTIC VIOLENCE HEARINGS	\$25.00
CHILD SUPPORT HEARINGS	\$47.50
	(includes a \$22.50 redaction fee)
JURY SELECTION AND/OR JURY TRIAL-(AUDIO ONLY)	
\$47.50 FOR AM SESSION/ \$47.50 FOR PM SESSION FULL DAY-\$95.00 *****	
OTHER PROCEEDINGS NOT LISTED (contact Judy Hussey)	

CD PICKUP TIME WILL BE 5-7 BUSINESS DAYS FROM THE REQUEST DATE

***** CD PICK UP TIME FOR JURY SELECTIONS AND/OR JURY TRIALS WILL BE UP TO 30 DAYS FROM THE REQUEST DATE

ANY QUESTIONS REGARDING CDs SHOULD BE DIRECTED TO JUDY HUSSEY AT (850)606-4470 OR BY EMAIL AT JudyH@leoncountyfl.gov.