

FORMAL REQUEST TO ORDER CD or AUDIO RECORDING OF COURT PROCEEDINGS

Any questions should be directed to [Subrina Manley at \(850\) 606-4451](tel:8506064451) or by email at ManleyS@leoncountyfl.gov or Linda Cunningham (850)606-4462 or by email at CunninghamL@leoncountyfl.gov.

The following information is needed in order to complete your request for ordering a digital CD or audio recording of court proceedings. The general cost of a CD or audio recording 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 or audio recording. We **cannot accept cash.** ✨ New Online Payment Option available. Please contact staff to receive Online Payment Link. These CD or audio link 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: _____
(Print)

EMAIL ADDRESS FOR AUDIO RECORDING: _____

RELATIONSHIP TO PROCEEDINGS: _____ Attorney _____ Interested Party _____ Other

REQUEST: CD _____
AUDIO LINK _____
(Print contact email)

Payment is due before CD order can be processed. Make check or money order payable to **The State of Florida**. Call or email for Online Payment Link, if needed. Please see attached fee sheet for CD or audio recording cost.

CD or Audio Recording Proceedings Rate Sheet

_____ PLEA AND SENTENCE -----	\$25.00
_____ MOTION HEARING – (LESS THAN 3 HOURS)-----	\$25.00
_____ MOTION HEARING – (OVER 3 HOURS)--\$25.00 per CD-----	\$50.00
_____ FIRST APPEARANCE -----	\$25.00
_____ DOMESTIC VIOLENCE HEARINGS -----	\$25.00
_____ CHILD SUPPORT HEARINGS ----- (includes a \$22.50 redaction fee)	\$47.50
_____ 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 Linda Cunningham)	

CD PICKUP TIME or AUDIO RECORDING WILL BE AVAILABLE 7-14 BUSINESS DAYS FROM THE REQUEST DATE.

***** CD PICK UP TIME OR AUDIO RECORDING FOR JURY SELECTIONS AND/OR JURY TRIALS WILL TAKE 21-30 DAYS FROM THE REQUEST DATE.

ANY QUESTIONS REGARDING CD or AUDIO RECORDING SHOULD BE DIRECTED TO SUBRINA MANLEY AT (850) 606-4451 OR BY EMAIL ManleyS@leoncountyfl.gov or LINDA CUNNINGHAM AT (850)606-4462 OR BY EMAIL CunninghamL@leoncountyfl.gov.

Request forms and payments can be mailed to: Leon County Court Reporters Office
301 S. Monroe Street
Tallahassee, FL 32301
Attn: Subrina Manley