

CIRCUIT COURT FOR BALTIMORE CITY
COURT REPORTING SERVICES

Phone: 410-396-5010 Fax: 410-545-7764

REQUEST FOR COPY OF DIGITAL RECORDING (PC compatible only)

Date: _____

To: Trish Trikeriotis, Chief Court Reporter
111 N. Calvert Street
Suite 515 Courthouse East
Baltimore, Maryland 21202

CASE NAME: _____

CASE NO: _____

DATE (S): _____

JUDGE: _____

REQUESTED BY: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

NOTE: Only parties may receive the video portion of a recording of a Circuit Court proceeding or request a copy of a recording in any case before a decision, judgment, or verdict has been reached.

I am a Party or an Attorney representing a Party in this case? YES: _____ NO: _____

Maryland Rule 16-504 provides in part that upon written request and the payment of reasonable costs, the authorized custodian of an official recording shall make a copy of the audio portion of an audio-video recording, available to any person upon request. **By my signature, I acknowledge that Maryland Criminal Procedure Article 1-201 provides that a person may not broadcast any proceeding in a criminal matter, and I agree that this recording will not be broadcast or copied.**

SIGNATURE: _____

FEE: Audio recordings are \$40.00 per date. **A deposit in the amount of \$40 must be received BEFORE your order is processed.** Any balance due must be paid on receipt of recording. **Checks or money orders must be made payable to the DIRECTOR OF FINANCE. WE CANNOT ACCEPT CASH.** Completed orders left in this office longer than 30 days will be *destroyed and payment will be forfeited.* **Recordings cannot be mailed.**