

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

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*NOTE: Only parties may receive a copy of a recording of a Circuit Court proceeding.*

*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-video recording available to a party to a proceeding or an attorney representing a party in the case. Unless authorized by an order of court, a person who receives a copy of an electronic recording shall not make or cause to be made any additional copy of the recording, give, or electronically transmit the recording to any person not entitled to it under subsection (J) (1) of this rule. Maryland Criminal Procedure Article 1-201 provides that a person may not broadcast any proceeding in a criminal matter. **By my signature, I acknowledge and agree that this recording will not be broadcast, copied, or otherwise electronically transmitted to any person, and that any willful violation may be punishable as contempt.***

**SIGNATURE:** \_\_\_\_\_

Note: 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.**