

CIRCUIT COURT FOR BALTIMORE CITY  
COURT REPORTING SERVICES  
PHONE: 410-396-5010 FAX: 410-545-7764 EMAIL: [courtreporters@mdcourts.gov](mailto:courtreporters@mdcourts.gov)

**REQUEST FOR COPY OF DIGITAL RECORDING**

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

**TO:** Trish Trikeriotis, Chief Court Reporter  
111 N. Calvert Street  
Suite 515 Cummings Courthouse (East)  
Baltimore, Maryland 21202

**CHARGES:** *The cost is \$40 per hearing date. Payment in full must be received before your order is processed.*  
*We accept CHECKS OR MONEY ORDERS made payable to the DIRECTOR OF FINANCE. We cannot accept cash or credit card payments. ORDERS MUST BE PICKED UP (exception is out of state resident and add \$10 for mailing). Discs are PC compatible only. Requests for any other format MUST be made in advance.*

**CASE NAME:** \_\_\_\_\_

**CASE NUMBER(S):** \_\_\_\_\_

**DATE(S) OF PROCEEDINGS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**JUDGE/MAGISTRATE:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

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

**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**FAX:** \_\_\_\_\_

*NOTE: Only parties may receive the video portion of a recording of a Circuit Court proceeding.*  
*Are you a party or an attorney representing a party in this case? YES: \_\_\_\_\_ NO: \_\_\_\_\_*

*Except for proceedings closed pursuant to law, as otherwise provided by rule, or as ordered by the court, 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 recording available to any person. **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 agree that I will not broadcast, copy, transfer, or otherwise electronically transmit to any person any recording of any criminal proceeding, and that any willful violation may be punishable as contempt.***

**SIGNATURE OF THE REQUESTOR:** \_\_\_\_\_

*NOTE: Official audio recordings generated from the original master recording are provided for listening purposes and verification of testimony only. They may not be used as the official court record in the place of a transcript. Transcripts cannot be produced using audio recordings. Only transcripts prepared and certified by the court's approved transcriptionists are deemed official and can be admitted as evidence.*

*Completed orders left in this office longer than 30 days will be destroyed and your payment will be forfeited.*

*Internal Office Use Only:*  
*Case Number checked against expungement database. Initials: \_\_\_\_\_*