

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS  
**AUDIO RECORDING ORDER**

1. NAME		2. PHONE NUMBER	3. EMAIL ADDRESS	
4. MAILING ADDRESS		5. CITY	6. STATE	7. ZIP CODE
8. CASE NUMBER	9. CASE NAME	DATES OF PROCEEDINGS 10. FROM   11. TO		
12. PRESIDING JUDGE		LOCATION OF PROCEEDINGS 13. CITY   14. STATE		

15. ORDER FOR

<input type="checkbox"/> APPEAL	<input type="checkbox"/> CRIMINAL	<input type="checkbox"/> CRIMINAL JUSTICE ACT	<input type="checkbox"/> BANKRUPTCY
<input type="checkbox"/> NON-APPEAL	<input type="checkbox"/> CIVIL	<input type="checkbox"/> IN FORMA PAUPERIS	<input type="checkbox"/> OTHER (Specify)

16. AUDIO RECORDING REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which duplicate recordings are requested.)

PORTION(S)	DATE(S)	PORTION(S)	DATE(S)
<input type="checkbox"/> VOIR DIRE		<input type="checkbox"/> TESTIMONY (Specify Witness)	
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)			
<input type="checkbox"/> OPENING STATEMENT (Defendant)			
<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)		<input type="checkbox"/> PRE-TRIAL PROCEEDING (Specify)	
<input type="checkbox"/> CLOSING ARGUMENT (Defendant)			
<input type="checkbox"/> OPINION OF COURT			
<input type="checkbox"/> JURY INSTRUCTIONS		<input type="checkbox"/> OTHER (Specify)	
<input type="checkbox"/> SENTENCING			
<input type="checkbox"/> BAIL HEARING			

17. ORDER

	NO. OF COPIES REQUESTED	COSTS
<input type="checkbox"/> DUPLICATE TAPE(S) FOR PLAYBACK ON A STANDARD CASSETTE RECORDER		
<input type="checkbox"/> RECORDABLE COMPACT DISC - CD		
<input type="checkbox"/> ELECTRONIC FILE (via email, digital download, or other Judicial Conference Approved Media)		
<b>ESTIMATE TOTAL</b>		

CERTIFICATION (18. & 19.) By signing below, I certify that I will pay all charges (deposit plus additional) upon completion of the order.

18. SIGNATURE	19. DATE
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PROCESSED BY	PHONE NUMBER		
ORDER RECEIVED	DATE	BY	DEPOSIT PAID
DEPOSIT PAID			TOTAL CHARGES
TAPE / CD DUPLICATED (if applicable)			LESS DEPOSIT
ORDERING PARTY NOTIFIED TO PICK UP TAPE/CD (if applicable)			TOTAL REFUNDED
PARTY RECEIVED AUDIO RECORDING			TOTAL DUE

**DISTRIBUTION:**

COURT COPY

ORDER RECEIPT

ORDER COPY

## INSTRUCTIONS GENERAL

**Use.** Use this form to order duplicate audio recordings of proceedings. Complete a separate order form for each case number for which audio recordings are ordered.

**Completion.** Complete items 1-19. Do not complete shaded areas which are reserved for the court's use.

**Order Copy.** Keep a copy for your records.

**Submitting to the Court.** Parties to the case must file the completed form into the case docket. The CM/ECF docketing event "Audio Recording Ordering Form" can be found under Other Documents – Other Filings. ECRO will automatically be noticed once the form is filed in the case. Payment in full should be mailed or delivered to the Clerk's Office, concurrently with filing of the form.

**Non-parties to the case or pro se litigants** must submit the completed form directly to the clerk's office with payment in full.

**Completion of Order.** Upon receipt of payment, the audio recordings will be produced and delivered pursuant to the parties' request.

**Fee Waived.** Pursuant to 28 § 1914, federal agencies or programs that are funded from judiciary appropriations (agencies, organizations, and individuals providing services authorized by the Criminal Justice Act, 18 U.S.C. 3006 and bankruptcy administrators) will not be charged any fees for reproduction of an audio recording of a court proceeding.

### SPECIFIC

**Items 1 – 19.** These items should always be completed.

**Item 8.** Only one case number may be listed per order.

**Item 15.** Place an "X" in each box that applies.

**Item 16.** Check specific portion(s) and list specific date(s) of the proceedings for which a copy is requested.

**Item 17.** Place an "X" in each box that applies. Indicate the number of additional copies ordered.

**Item 18.** Sign in this space to certify that you will pay all charges.

**Item 19.** Enter the date of signing.

### PAYMENT INFORMATION

Audio files for recorded proceedings cost \$34. Payments can be made through the mail with a check (made payable to: Clerk, U.S. District Court) or in person at either the Sacramento or Fresno Clerk's Office with a check or money order.

In Sacramento send requests to:

Office of the Clerk  
501 I Street Room 4-200  
Sacramento, CA 95814

In Fresno send requests to:

Office of the Clerk  
2500 Tulare Street Room 1501  
Fresno, CA 93721