

AUDIO RECORDING REQUEST

Please allow up to 5 business days to complete your order. Large requests may take longer. Audio recordings are duplicated on compact discs (CDs) for use with computers if they are physically picked up or mailed. Audio recordings can also be duplicated as MP3s if you wish to get them via ZendTo (the Alaska Court System’s electronic dropbox for audio recordings). If you request your recording via ZendTo, you will be emailed a link to access your documents.

Recordings are removed from ZendTo after 4 days and must be accessed before then. NOTE: if you plan on using the audio as an exhibit in court, you will need to have a CD recording. Requests for grand jury audio must be accompanied by the requestor’s Entry of Appearance.

Today’s Date: _____ Check here if records will be used for an appeal
 Requestor’s Name: _____ Check here if court appointed.
 Requestor’s Agency: _____
 Phone: _____ Fax: _____ E-Mail Address: _____
 Mailing Address: _____
 Case No.: _____ Case Name: _____
Get recording by: Pick-up in person Mail State/agency pick-up box ZendTo (Email)
Mac-compatible? Check here if you plan to use this audio on an Apple computer.

Hints for listing media numbers and log numbers: On the log notes for the desired hearing, the media/CD/tape number is generally located in the upper left quarter of the first page. The log numbers are the timestamps—hours, minutes, and seconds—either handwritten in that upper left area, or listed down the left margin (on typed log notes).

Attach a copy of the log notes or complete the information below. Failure to specify information accurately and completely may delay order processing. If the hearing took place before 2001, *complete* log notes **must** be attached to this request.

Hearing Date	Type of Proceeding	Tape #, CD # or Media # <small>(CourtSmart only: log notes may use Courtroom # in place of media #)</small>	Beginning Log #	End Log #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

One format per recording.

Unclaimed requests will be destroyed 90 days after initial pick-up notification.

COMPLETE THIS SECTION IF REQUESTING CONFIDENTIAL RECORDS - For more information about confidential records, see page 1. Bring a photo ID and sign below in the presence of a clerk of court, notary public, or other authorized individual.

I state on oath or affirm that I read this document and believe all statements in it are true.

_____ Date _____ Requestor’s Signature _____
 Subscribed and sworn to or affirmed before me at _____, Alaska on _____

(SEAL) _____ Clerk of Court, Notary Public, or other person authorized to administer oaths. My commission expires _____

Court Use Only			
Receipt Number: _____	Amount Paid: _____		
Name: _____	<input type="checkbox"/> Voicemail	Amount Owed: _____	Date called/mailed: _____