

## INSTRUCTIONS FOR ORDERING AUDIO

Please make sure that the form is complete before submitting it to the court. To obtain a copy of the audio from a hearing, visit Customer Service at the Palmer Courthouse (see address below) or send in a completed request form to the following address:

Alaska Court System  
Audio Duplication  
435 South Denali Street  
Palmer, Alaska 99645-6437  
[3PACopyRequests@akcourts.us](mailto:3PACopyRequests@akcourts.us)

Once your audio request is submitted, the court will send you an invoice for the recording. Fees for electronic recordings can be found in [Administrative Rule 9\(d\)](#). Following completion of your payment, the court will send the audio recording to you based on your preferred method of delivery.

Your request **must contain CD / tape / media numbers and log numbers** in addition to **hearing dates and case numbers**. This information is available in the log notes located within the specific case file. You may visit the court location of the originating case file and view the log notes to obtain the media numbers and log numbers, or you can submit a written request to the originating court for the log notes.

**Confidential Records.** Only parties to a case are allowed to receive copies of confidential case records. If you are requesting confidential records, you must present photo ID to the court clerk when making your request. In addition to cases that have been made confidential by a judge, the following case types are confidential: Adoption, Child in Need of Aid (CINA), Conservatorship, Delinquency, Guardianship, Minor Settlement, Sanity (Hospitalization), and Grand Jury.

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- ▶ If the request is for a hearing before 2000, the customer **MUST** provide a copy of the log notes; however, customers may submit log notes with ANY audio request.
  - ▶ The ForTheRecord (FTR) audio player can be downloaded for free at [www.ForTheRecord.com/](http://www.ForTheRecord.com/). CourtSmart CDs come with their own mini-player on each CD — no installation is required.
  - ▶ ZendTo is an electronic dropbox that the Alaska Court System uses 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 and cannot use your recording via ZendTo.

### FORMATS

Multiple formats cannot be duplicated to the same CD. For example, a 2007 hearing on FTR Gold and a 2009 CourtSmart hearing cannot be put on the same CD.

If the desired hearing took place. . . it is most likely...



Prior to 2000 or 2001 (approximately)	- on cassette tape
Between 2001 through early 2009	- on CD, in FTR audio
Between summer 2009 to the present	- on CD, in CourtSmart audio

**Mac users:** *Please specify if you plan to use the audio on an Apple computer.*

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AUDIO RECORDING REQUEST

**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: _____