

IN THE CIRCUIT COURT FOR CHARLES COUNTY, MARYLAND

Administrative Order No. 19-05

AUDIO RECORDINGS PROCEDURE

After this Court issued Administrative Order No. 05-03, the Court of Appeals promulgated Rule 16-504(h), which governs access to copies of audio recordings of court proceedings. In light of the foregoing, on this 21<sup>st</sup> day of November, 2019, it is,

ORDERED that Administrative Order 05-03 is RESCINDED; and it is further,

ORDERED that this court's Court Reporting Coordinator is the custodian of all audio recordings and related information created and maintained by the CourtSmart audio recording system; and it is further,

ORDERED that official CDs 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. Only transcripts prepared and certified by the Court's approved transcriptionists are deemed "official" and may be admitted as evidence; and it is further,

ORDERED that all requests for copies of audio recordings of court proceedings must be made to the Court Reporting Coordinator, in writing, on a form provided by the Court Reporting Coordinator, accompanied by the fee. The Court Reporting Coordinator may be reached by calling (301) 932-3261 or by mail sent to 200 Charles Street, La Plata, Maryland 20646; and it is further,

ORDERED that the fee for CD copies of audio recordings of court proceedings is \$25 per case, per hearing date. As used here, "hearing date" includes all audio in a single case on a calendar day. Audio requested from two different cases on the same day are two separate hearings.



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AMY JANEL BRAGUNIER  
Administrative Judge