



CIRCUIT COURT FOR CHARLES COUNTY, MARYLAND

COURT REPORTING SERVICES

Phone: 301-932-3261 Fax: 301-932-3361

REQUEST FOR COPY OF AUDIO RECORDING (PC compatible only)

Date: \_\_\_\_\_

To: Sondra Graves, Court Reporting Coordinator  
Charles County Circuit Court  
200 Charles Street  
La Plata, Maryland 20646

CASE NUMBER: \_\_\_\_\_ CASE NAME: \_\_\_\_\_

(Only One Case Number Per Form)

DATE(S) OF PROCEEDINGS: \_\_\_\_\_ JUDGE/MAGISTRATE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

CONTACT INFORMATION:  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

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 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. Transcripts cannot be produced using CDs. Only transcripts prepared and certified by the court's approved transcriptionists are deemed official and can be admitted as evidence. Audio recordings are \$25.00 per hearing date. **Payment in full must be received before your order is processed. We accept checks or money orders made payable to County Commissioners of Charles County. We cannot accept cash or credit cards.** Completed orders left in this office longer than 30 days will be destroyed and your payment will be forfeited. Recordings cannot be mailed.

FOR OFFICE USE ONLY

DATE ESTIMATE PROVIDED \_\_\_\_\_ DATE CD PRODUCED \_\_\_\_\_ INITIALS OF EMPLOYEE \_\_\_\_\_

DATE PICKED UP \_\_\_\_\_ NAME OF INDIVIDUAL \_\_\_\_\_