



# Eighth Judicial Circuit of Florida

## Written Transcription and Audio/Video CD Request Form

**Instructions:** Fill out the information on the form below. Use the *Submit* button to attach this document to an email and send it to Karen Wable ([wablek@circuit8.org](mailto:wablek@circuit8.org)) and Joelle Dixon ([dixonj@circuit8.org](mailto:dixonj@circuit8.org)). Print this document in its entirety and sign the Prohibition Against Dissemination. You will be required to submit the *signed* document with the payment for your request. A court reporter will contact regarding all additional details, such as the total cost of your request and the method of delivery.

### Requesting Party Information

Name	Email Address	Phone Number
Address		
City	State	Zip

Preferred Method of Communication:  E-mail     Telephone

### Case Information

Select County for Request:

Alachua     Baker     Bradford     Gilchrist     Levy     Union

Party Name(s)	Case Number
Presiding Judge, General Magistrate, or Hearing Officer	Date of Proceedings

Select Relation to the Case:

Self     Attorney of Record     Family Member     Other: \_\_\_\_\_

### Output Format<sup>1</sup> and Desired Date of Delivery<sup>2</sup>

Audio CD (if available)     Audio & Video CD (if available)     Written Transcription

Desired Date of Delivery: \_\_\_\_\_

<sup>1</sup>Audio and video recordings may not be available for all court proceedings.  
<sup>2</sup>Costs of transcription will increase for requests that must be delivered in less than one week. See the below section for additional details.

### Costs for Written Transcription

\$4.50 per page for 2-week delivery  
 \$6.75 per page for 1-week delivery (not always available)  
 \$9.00 per page for overnight delivery (not always available)  
 \$3.00 per page for rough draft/real-time uncertified, non-final copy

### Costs for Audio & Video CDs

Audio recordings of court events are \$25.00  
 Audio & video recordings are \$35.00  
 \$22.50 per hour for review and redaction

Additional information regarding costs can be found at <http://circuit8.org/transcripts>

### FOR OFFICE USE ONLY:

Estimated Amount: \_\_\_\_\_                      Amount Paid: \_\_\_\_\_                      Date: \_\_\_\_\_

RELEASE OF AUDIO/VIDEO RECORDING OF COURT PROCEEDING  
TO ATTORNEY OF RECORD OR PARTY

**Prohibition Against Dissemination**

The audio/video recording of the court proceeding requested on Page 1 of this document may contain information that is confidential or exempt from public disclosure by court order or under Florida or Federal law. **DISSEMINATION OF THIS RECORDING TO ANY OTHER PERSON IS STRICTLY PROHIBITED, EXCEPT AS PERMITTED BY LAW, RULE, OR COURT ORDER.** Violation of this prohibition may subject you to legal action, including but not limited to an action for contempt of court.

Prior to release of the recording to a member of the general public, Court Reporting is required to review the recording for confidential or exempt information, and redact such information from the recording. **You may not undertake such redaction and dissemination.** Only Court Reporting may redact and/or disseminate recordings that contain confidential information.

I, \_\_\_\_\_, am an attorney of record or a party in the court case referenced on Page 1 of this document. Pursuant to Florida Supreme Court AOSC11-22, I acknowledge that I have read this **Prohibition Against Dissemination** and understand that further dissemination of the audio/video recording provided to me is strictly prohibited and may subject me to legal action for contempt of court. I further acknowledge that I was offered and am hereby refusing to accept and pay the cost for redaction of a version of the recording with all confidential information redacted, which would not be prohibited from further dissemination. By my signature below, I acknowledge, understand, and agree to comply with this **Prohibition Against Dissemination.**

The Eighth Judicial Circuit Court reserves all rights to the recording provided. Any unauthorized modification, enhancement, or alteration to the digital recording's original format will constitute a violation of this agreement with the Eighth Judicial Circuit Court. By signing this agreement, the purchaser of the recording is agreeing to the terms and conditions previously stated; failure to comply with any portion of this agreement will result in the imposition of sanctions against the signatory.

In accordance with section 29.0195, Florida Statutes, which requires the trial court administrator to the recover the actual cost of services being provided, the fee for a copy of an audio digital recording is \$25.00, and audio/video is \$35 per proceeding per day requested.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

Requester's Name: \_\_\_\_\_

Requester's Address: \_\_\_\_\_

Requester's Telephone: \_\_\_\_\_

Requester's Email: \_\_\_\_\_