

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY**
www.kywd.uscourts.gov

Request for Compact Disc (CD) of Audio Recording of Court Proceeding

Form may be submitted at any clerk's office location, U.S. mail, or email to: kywdml_intake@kywd.uscourts.gov

Case Number: _____ Case Name: _____ Judge: _____

Date of Hearing or Trial: _____ Time of Hearing or Trial: _____

<u>Quantity</u>		<u>Rate</u>
	<u>Audio CD</u> This format will play on standard pc media players and on most CD-R and CD-RW compatible players. This option should be selected if the audio will be played in a vehicle or on a personal CD player. Note: This format is compatible with Apple or Mac computers.	\$34.00* each Payable to: Clerk, U.S. Court

*See District Court Miscellaneous Fee Schedule

By submitting this request, it is understood that:

- A separate order must be placed for each hearing requested.
- All requests will be completed within two business days following receipt of the request.
- The requestor will be contacted when the CD is available for pick up at the clerk's intake office.
- CD of audio recording will remain available for a period of 14 days.
- Payment is due at time of pick up.
- If requesting the CD to be mailed, payment must be made in advance and a self-addressed, stamped padded envelope must be provided to the clerk.

Today's Date: _____ Pickup CD from Clerk's Office Mail CD

Print Your Name: _____

Mailing Address: _____

Email Address: _____ Telephone No.: _____

To be completed by clerk:

CD Completion Date: _____ By: _____

Date Requestor Contacted: _____ Date CD Picked Up/Mailed: _____