

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF KENTUCKY**  
[www.kywd.uscourts.gov](http://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](mailto: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>
	<b><u>Audio CD</u></b> 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. <b>Note:</b> This format is compatible with Apple or Mac computers.	\$32.00* 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: \_\_\_\_\_