

TO: ATTORNEYS AND MEMBERS OF THE PUBLIC

This courtroom is equipped with voice-activated video cameras for making the record. A videotape/digital record of all court proceedings is produced in this manner. No court reporter is present.

HOW CAN I OBTAIN A TYPED TRANSCRIPT?

For ALL Juvenile related proceedings (child protective, delinquency, adoption or juvenile ppo cases) please contact Shelley Nelson in Word Processing at (248) 858-1093 for transcripts or copies of the video.

You must contact the agency directly to request a typed transcript. No other typed transcript is acceptable. The list of agencies that type transcripts for video courtrooms is available at http://www.oakgov.com/circuit/form_application (go to *TRANSCRIBING COMPANIES FOR VIDEO COURTROOMS* link), from the judges' clerk or from the Court Administrator's office. The agency will be able to answer questions regarding the turn around time for the transcript and questions regarding payment and delivery. *Please Note For Appeal Transcripts: A typed transcript must be submitted to the Court of Appeals.*

HOW CAN I OBTAIN A VIDEO COPY OF THE HEARING?

Fill out the appropriate form (available at http://www.oakgov.com/circuit/form_application, from the judges' clerk, or from the Court Administrator's office) and mail it to the Video Clerk in the Court Administrator's Office along with payment**. **Hearing dates prior to December 30, 2005 will be copied in VHS videotape format only. Hearing dates after January 3, 2006 will be on CD format only.** CD's are formatted to be compatible with a personal computer. CD copies will not operate in audio CD players or DVD players. *Only parties to the case may request video copies without approval. All others require the judges approval.* Contact the Court Administrator's office for questions regarding these procedures at (248) 452-2078.

Mail to:
Court Administrator's Office
Attn: Video Clerk
1200 N. Telegraph Road, Dept 404
Pontiac, MI 48341

****Payment in the form of cash, money order, or cashiers check. Sorry, no personal checks accepted and payment must accompany the request. No duplications will be produced without prior payment.**

CAN I VIEW THE HEARING?

Matters may be viewed by contacting the Judge's secretary or clerk within **7 days** of your proceeding. The Judge's office will arrange a date and time for viewing.

CAN I PROVIDE MY OWN TAPE?

We encourage parties or their attorneys to bring a blank tape to court (**except on motion days**). A maximum of two duplicates can be made simultaneously with the court's original tapes. You must provide high grade or extra-high grade quality VHS T-120 tapes. When checking in, advise the court clerk that you brought your own tape. When your matter is called, give your tape to the clerk. When your proceeding concludes, the court clerk will return your tape. The court reserves the right to reject poor quality tapes. Additionally, we assume no responsibility for damaged tapes or poor quality reproductions when you provide the tape.