

STATE OF MICHIGAN
SIXTH JUDICIAL CIRCUIT
OAKLAND COUNTY

REQUEST FOR TRANSCRIPT FROM DIGITAL
VIDEO RECORD OR COPY OF
AUDIO/VISUAL HEARING RECORD

CASE NO.

Friend of the Court Policy Regarding Request for Audio/Visual Hearing Records.

1. The cost of each cassette tape/DVD/CD duplicated is \$20.00. Some hearings may require more than one because of recording length. Required deposit of \$20.00 due at time of order. If additional fees are due you will be contacted by phone when your order is complete.
2. Hearings held prior to **12/12/05** are available on **cassette only**. Typewritten transcripts would need to be obtained on your own by submitting the hearing tape(s) to whoever you choose to hire for this service. The cassette recording will be formatted to play on standard cassette players.
3. For hearings held as of **12/12/05**, if you choose to receive a CD or DVD record, this media is formatted to be compatible with a personal computer. These will not be operational in standard DVD players nor car or personal CD players.

Approved by,

Suzanne Hollyer
Friend of the Court

I request the following: (check applicable boxes)

1. **DUPLICATE HEARING RECORDING. (Hearings held prior to 12/12/05 available on cassette ONLY.)**

Please duplicate to a: DVD CD Cassette (must check one)

Note: DVD and CDs are formatted to play on personal computers only. Cassettes are audible in standard cassette players.

2. **TRANSCRIPT** (**Available for hearings held as of 12/12/05 ONLY**) The cost of transcription must be paid by the requesting party, to the company, unless otherwise ordered by the court. For a certified transcript, this office must mail your duplicate recording (ordered above) directly to the transcription company.

Requestor Name

Case Name

Requestor Street Address

Case Number

City, State, Zip Code

Amount of Deposit Paid Cash Check M.O

Requestor Phone Number

Date of Hearing

Would you like your recording: Mailed (no charge) - or - Pick up in office.

You may bring or mail a check or money order with this completed form to:
Oakland County Friend of the Court
230 Elizabeth Lake Rd.
Pontiac, MI 48343

FOR FRIEND OF THE COURT USE ONLY

DATE REQUEST AND DEPOSIT RECEIVED IN OFFICE: _____

TRANSCRIBING COMPANY: _____

DATE RECORDING MAILED TO TRANSCRIBING COMPANY: _____

Transcribing Companies for Friend of the Court hearings held as of
12/12/05 in Video Courtrooms.

About Town Court Reporting

Naomi Leach

104 Oakland

Holly, MI 48442

Telephone: 248-634-3369

Fax: 248-634-8560

Theresa's Transcription Service

Theresa Stevens

P.O. Box 21067

Lansing, MI 48909-1067

Telephone: 517-882-0060

Fax: 517-882-0062