



Ordering Recordings of Proceedings

Audio recordings of court proceedings are available in two formats:

1. MPEG Audio Layer 3 (MP3) - a data compression format for encoding digital audio, most commonly music.
2. Liberty format - a 4-channel audio that is ideal to provide to a transcription company. If you select the Liberty format, you will need to download a FREE player to listen to the audio on your computer. The FREE player may be downloaded from www.libertyrecording.com.

Recordings are available as follows:

***Audio by email** of recordings - audio is available to be sent by email for a fee of \$33.00.

***CD Copies** of recordings - Audio can be burned to a CD for a fee of \$33.00 per CD.

The fee for all audio requests is \$33.00 or \$33.00 per CD. This fee must be paid prior to the Court fulfilling the request. If the request is made online, a clerk will be contacting you within 24 hours to collect payment. If you missed the call or you do not receive contact within 24 hours, call the court at 520-724-3171. All audio requests will be emailed, mailed or ready for pickup within 5 business days after payment is received. If the audio is requested by email, the audio will be sent to the email address provided on the request form. Audio requests may also be made in-person or by mail. The fee may be paid via check made payable to "Pima County Consolidated Justice Court." Please ensure the request form is included with your payment.

*Audio by email: If a recording exceeds the audio file size limitation, it will be provided in CD format. The Court will notify you if we are unable to send you the audio by email.

Please complete the attached form (page2) to initiate your request.



PIMA COUNTY CONSOLIDATED JUSTICE COURT
 240 North Stone Avenue Tucson, AZ 85701
 (520) 724-3171

Digital Recording Request

Date of Request: _____

Requestor Name: _____

Requestor Address: _____

Phone Number: _____

Email Address: _____ *

* Email address is required if requesting audio to be emailed

Case Name: _____

Case Number: _____

Date of Hearing: _____ Time of Hearing: _____

Courtroom: _____ Judge's Name: _____

File Format Choice: Audio by CD (\$33.00 Fee per CD)

Audio by Email (\$33.00 Fee)

Delivery Method: In-person

Mail

Email

Submit request to: Pima County Consolidated Justice Court
 Attn: Judicial Services
 240 North Stone Ave
 Tucson, AZ 85701

OFFICE USE ONLY

Clerk: _____ Print Name	Payment Made: <input type="checkbox"/> Yes <input type="checkbox"/> No
Received by: _____ Requestor's Signature	Date Received: _____

Electronic Signature Used JP205