

**REQUEST FOR AUDIO RECORDING OF COURT PROCEEDING
FAIRFIELD COUNTY COMMON PLEAS COURT, GENERAL DIVISION**

REQUESTER INFORMATION

REQUESTER'S NAME:

DATE REQUESTED:

CONTACT INFORMATION:

RECORDING INFORMATION

CASE NO:

JUDGE:

DATE OF HEARING:

DATE CD WILL BE AVAILABLE FOR PICK UP:

PICK UP DEADLINE:

PLEASE BE ADVISED

1. IN ORDER TO PLAY THE CONTENTS OF THE REQUESTED AUDIO RECORDING, IT IS THE RESPONSIBILITY OF THE REQUESTER TO DOWNLOAD THE SOFTWARE NECESSARY TO PLAY THE RECORDING, SPECIFICALLY THE "FTR PLAYER." THIS SOFTWARE CAN BE DOWNLOADED FREE OF CHARGE AT WWW.FORTHERECORD.COM.
2. THE FAIRFIELD COUNTY COURT OF COMMON PLEAS DOES NOT WARRANT THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN ANY DATA PROVIDED ELECTRONICALLY.
3. ANY WRITTEN TRANSCRIPTION OF THE CONTENTS OF THE AUDIO FILE IS NOT THE OFFICIAL TRANSCRIPT OF THE CASE AND MAY NOT BE USED FOR PURPOSES DURING ANY PROCEEDING FOR WHICH AN OFFICIAL TRANSCRIPT WOULD BE USED.
4. THE REQUESTED AUDIO CD MUST BE PICKED UP FROM COURT SERVICES COORDINATOR KELLY STARKEY IN THE HALL OF JUSTICE, 224 E. MAIN ST., LANCASTER, OH 43130, WITHIN 14 DAYS. ANY CDS THAT ARE NOT COLLECTED WITHIN 14 DAYS WILL BE DESTROYED.