

SEVENTH JUDICIAL CIRCUIT OF FLORIDA
CD REQUEST FORM AND ACKNOWLEDGEMENT
The Digital Court Reporting Offices do not prepare written transcripts.

CASE NAME: _____

CASE NUMBER: _____

DATE OF PROCEEDING: _____

TYPE OF PROCEEDING: _____

JUDGE/GENERAL MAGISTRATE/HEARING OFFICER: _____

CASE TYPE: * **Reference back of form.**

Misdemeanor Felony Domestic Violence Injunction Dept. of Revenue General Magistrate

*Juv Dependency *Juv Delinquency *Baker/Marchman *Guardian/Incapacity

REQUESTOR _____ WILL PICK UP CD MAIL CD TO:

ADDRESS & PHONE NUMBER _____

Operating System of computer you will use to play the CD: Windows PC Mac ** **Reference back of form.**

ON BEHALF OF:

SAO PD Court Appointed Regional Counsel Private Pro Se

DCF Judge Court Admin Other

PROHIBITION AGAINST DISSEMINATION

The audio/video recording of the above-referenced court proceeding may contain information that is confidential or exempt from public disclosure by court order or under Florida or Federal law. Dissemination of this recording or information to any other person is strictly prohibited, except as permitted by law, rule or court order. Violation of this prohibition may subject you to legal action, including but not limited to an action for contempt of court.

Prior to release of the recording to a member of the general public, the Digital Court Reporting Office is required to review the recording for confidential or exempt information, and redact such information from the recording. **You may not undertake such redaction and dissemination. Only the Digital Court Reporter may redact and/or disseminate recordings that contain confidential information.**

I, _____, am an attorney of record, a party in the above-referenced court case, or a hired court reporter. Pursuant to Florida Supreme Court AOSC11-22, I acknowledge that I have read this **Prohibition Against Dissemination** and understand that further dissemination of the audio/video recording provided to me is strictly prohibited and may subject me to legal action for contempt of court. I further acknowledge that I was offered and am hereby refusing to accept and pay the cost for redaction of a version of the recording with all confidential information redacted, which would not be prohibited from further dissemination. By my signature below, I acknowledge, understand, and agree to comply with this **Prohibition Against Dissemination**.

Signature

Date

FOR COURT REPORTER USE ONLY:

CD Picked Up or Mailed by:

Date

Amount Paid

Receipt Number

Procedure to Request Digital CD of Proceedings:

- Requesting party completes the CD Request Form.
- Requesting party either takes the completed form to the appropriate Digital Court Reporters' Office, or can mail the form, along with a check or money order made payable to the State of Florida for the \$35.00 CD fee, or a signed Court Order if applicable. **Cash, Debit, and Credit are not accepted.**
- Proceedings digitally recorded in **Putnam County** should be ordered from the **Richard O. Watson Judicial Center Office.**
- Prior to the release of a CD to an individual who is not the attorney of record, a party to the case, or a self-represented litigant, the Digital Court Reporting Office will redact confidential or exempt information from the recording.
- The requesting party makes his/her own arrangements for the production of an official transcript with a private court reporting firm or transcriptionist. Said transcript must comply with requirements set forth in Rule 2.535, Florida Rules of Judicial Administration. Transcription costs will be borne by the requesting party.

*** PLEASE NOTE THE FOLLOWING RESTRICTIONS RE: RELEASE OF DIGITAL COURT REPORTING RECORDS IN ACCORDANCE WITH ADMINISTRATIVE ORDER Z-2020-005, EFFECTIVE JANUARY 22, 2020:**

Baker Act, Marchman Act, Adult Protective Services Act, and certain Guardianship proceedings, as well as such other proceedings as may be appropriate, are to be made available to parties and/or attorneys of record only.

Juvenile Delinquency proceedings are to be made available to parties and/or attorneys of record upon request, and to others upon Court Order.

Juvenile Dependency, Termination of Parental Rights, Children and Families in Need of Services (CINS/FINS) proceedings, as well as such other proceedings as may be appropriate, are to be made available to parties and/or attorneys of record only, but only if so ordered by the Court.

Parental Notice of Abortion Act proceedings are confidential and may not be made available.

**** CDs to be played on Mac Operating Systems must be MP3 audio only and will not include tag annotations due to compatibility issues.**

FOR COURT REPORTER USE ONLY:

Picked Up or Mailed by: _____ Date _____ Amount Paid _____ Receipt Number _____ CD