



King County

Department of Judicial Administration
Catherine Cornwall
Director and Superior Court Clerk
516 Third Avenue Room E609
(206) 296-9300 (206) 296-0100 TTY/TDD

Request for Reproduction of Hearing
CD hearings can only be requested by mail or in-person

Customer's Name:	
Customer's Phone Number:	
Customer's Email Address:	
Transcriber Email Address (if requesting copy of upload to Transcriber):	
Case Caption:	Case Number:
Choose one format for each request:	
<input type="checkbox"/> FTR - Transcriber format <input type="checkbox"/> .MP3	
Choose one delivery method:	
<input type="checkbox"/> Electronic Delivery: \$25.00 <i>per court date ordered</i>	
<input type="checkbox"/> CD: \$25.00 <i>per court date plus \$5.00 per electronic storage medium/CD used for copy (72 min .MP3/72 hours FTR=700mb) If request is mailed back to customer a \$5.00 postage/handling fee required for mail requests or provide a self-address stamped envelope to return the CD (s) and not pay the \$3.00 postage fee (\$2.00 handling still applies).</i>	
<p>If ordering a CD, you may be charged \$5.00 per each additional CD's for multiple day hearings/trials if your request will not fit on one CD. If ordering electronic delivery, there is no limit to the size of the recordings.</p>	
<input type="checkbox"/> Expedite for \$40.00 (fee is in addition to the CD cost).	
Address to mail your CD (s) _____ _____	
If you want to pick up your CD (s), please select the Clerk's location:	
<input type="checkbox"/> Seattle <input type="checkbox"/> MRJC (Kent)	

ENTER IN HEARING INFORMATION ON PAGE #2

King County Courthouse
516 Third Avenue Room E609
Seattle, WA 98104-2386

Maleng Regional Justice Center
401 Fourth Avenue North Room 2C
Kent, WA 98032-4429

Clark Children & Family Justice Center
1211 East Alder Room 3015
Seattle, WA 98122-5598

