

Clermont Municipal Court
Batavia, Ohio

REQUEST FOR DIGITAL COPY OF COURTROOM RECORDING

_____ Case No: _____
Plaintiff
vs.

Defendant

To the Court:

Please consider this a request for a digital copy of the courtroom proceeding(s) in the above entitled case(s). The hearing/trial requested was held on (date) _____, in courtroom _____, before Judge/Magistrate _____, at (time) _____ am/pm.

Format for Delivery of Recording(s): CD E-mail (**PLEASE SELECT ONE**)

If you select E-mail delivery, please clearly print the e-mail address you would like the audio file sent to:

E-mail

I understand the copy will be made and delivered or ready for pick up within **5** business days. If you have selected a CD format, all discs will be available for pick up at the Clermont Municipal Court, 4430 OH-222 Batavia, OH 45103. Please see one of the Clerks at the front windows to pick up your copy. A charge of \$1.00 per disc must be paid at the time of pick up.

I also understand this recording is for personal use and shall not be used, in any form, as a certified copy of the actual court proceeding.

Date: _____

Printed Name of Requester

***NOTICE: Pursuant to O.R.C. 149.43(4) & (5), a written request for this record is not mandatory and the requester may decline to reveal his or her identity.**

Signature and Phone Number of Requester