

Date: _____

OFFICIAL COURT RECORDING REQUEST

The standard fee for a single CD that includes a single hearing/trial is \$35.
Requests that require additional CDs are \$5/each. Additional hearings are \$10 each.
Additional fees may apply if the CD is more time-consuming to research and create.*

Payment is required at the time of pick-up

REQUESTOR'S INFORMATION:

Name

Phone

Address

E-Mail

Case Information:

Cause Number

Plaintiff/Petitioner's Name

Defendant/Respondent's Name

REQUEST DESCRIPTION:

Entire case recordings: _____yes _____no

Date & Name of hearing(s): _____

Please note: Missoula County Justice Court of Record does not provide transcripts. We also cannot accept jump or flash drives in lieu of creating a CD. Missoula County Justice Court will make every attempt to facilitate your request in a timely manner, however, requests could take up to 7 days to be processed.

Office Use Only

Date processed: _____

Date requestor notified: _____

Clerk Signature: _____

*Case is being appealed, all recordings to District Court: _____

Notes: _____

Cost: Single CD	\$35	\$	_____
Multiple Hearings	\$10/each	\$	_____
Additional CD's	\$5/each	\$	_____
Additional Costs		\$	_____
Total		\$	_____

Date picked up: _____

Clerk Signature: _____

Date: _____