

TWENTIETH JUDICIAL CIRCUIT ELECTRONIC COURT REPORTING

MEDIA REQUEST FEE POLICY

ALL MEDIA REQUESTS FOR AUDIO RECORDINGS FROM ELECTRONIC COURT REPORTING MUST BE ACCOMPANIED BY A CHECK OR MONEY ORDER IN THE AMOUNT OF \$25.00 USD PAYABLE TO STATE OF FLORIDA FOR EACH PROCEEDING PER DATE REQUESTED.

Requests will not be processed until full payment is received by ECR. The fee is charged per proceeding per day.

Check or money order should be made payable to State of Florida.

Fee exemptions:

1. State Attorney's Office
2. Public Defender's Office
3. Regional Counsel
4. Court-appointed attorney with accompanying Order of Appointment

Incomplete or inaccurate information provided on the media request form will delay the processing of the request.

You will only receive a CD. The CD will be furnished within five business days from receipt of payment.

Transcripts: If you need a transcript you will have to contact a court reporting firm to have it prepared. ECR can provide you with the phone numbers of local firms.

PROCEDURE FOR REQUEST OF DIGITAL COURT RECORDINGS

1. Completely fill out a media request form
 - a. Be sure to include your email address and phone number so you can be contacted when the request is ready to be picked up
2. Read, sign and date the Acknowledgment if you are an attorney of record or a party to the case
3. Submit the media request form and Acknowledgement with your payment of \$25.00 USD per proceeding per date
 - a. Payment must be made at the time you submit the request
 - b. Payment must be made by check or money order payable to State of Florida
4. If you are indigent you must provide a signed court order declaring you are indigent when the request is submitted
5. If the request is for a juvenile proceeding a signed court order must be attached if required by the Florida Rules of Juvenile Procedure

A \$25 SERVICE CHARGE WILL BE ADDED TO THE AMOUNT OF ALL CHECKS RETURNED FOR NON-SUFFICIENT FUNDS PER FLORIDA STATUTES CHAPTER 832.