

Audio Duplication Request

This form must be completed by any person requesting a copy of Denver County Court proceedings. This form must be submitted along with the duplication fee of \$35.00 (made payable to Manager of Finance) per hearing to the Transcriber's Office located at 1437 Bannock Street, Denver, CO 80202. Copies of audio shall not be used as the official record for purposes of appeal, motions or other court proceedings. Only certified transcripts by authorized transcribers shall be used as the official records of court proceedings. (Chief Justice Directive 05-03)

Every effort will be made to process Duplication Requests in a timely manner, but the Court cannot guarantee the duplicate audio will be available by the date needed due to limited staff resources.

| ORDERING PARTY INFORMATION | | |
|----------------------------|---------------|---------|
| Full Name: | Phone Number: | E-mail: |
| Mailing Address: | | |

| DUPLICATION REQUEST | | |
|---------------------|------------------|--------------------|
| Case No.: | Courtroom: | |
| Case Caption: | Date Needed: | |
| Type of Hearing: | Date of Hearing: | Fee \$35.00 |

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Date of Request: _____

Total Amount Due: _____

Date Paid: _____