

THIRD JUDICIAL DISTRICT COURT, STATE OF UTAH

**REQUEST FOR RECORDING**

DIGITAL AUDIO

**Please Note:** Hearings are recorded in digital audio, depending on the recording system in the courtroom. To play a digital audio CD, you must first go to the internet at [www.fortherecord.com](http://www.fortherecord.com) and download "FTR Player Plus". To play a digital video/audio CD, you must go to [www.fortherecord.com](http://www.fortherecord.com) and download "The Record Player". Both of these downloads are free.

Courthouse where hearing was heard: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Agency: \_\_\_\_\_

Request by: \_\_\_\_\_ Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Case Number: \_\_\_\_\_ Judge/Commissioner: \_\_\_\_\_

Case Name: \_\_\_\_\_ Courtroom: \_\_\_\_\_

Date(s) of Hearing: \_\_\_\_\_ Type of Hearing: \_\_\_\_\_

Tape/CD No: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Cost: \_\_\_\_\_ Digital Audio CD(s) \$10.00 each \$ \_\_\_\_\_ Total Due  
*Law offices will be provided a data CD unless otherwise specified.*

If you would like to have the CD mailed to you check here

1-3 CD w/mailer \$2.63

**Payment must be made in advance. Your request will be forwarded to the appropriate clerk. You will be contacted when the record is ready to be picked up. Copy requests may take up to 10 days to complete. Copies will be held for 60 days before being destroyed.**

Request Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

- To email Salt Lake Department – [recordingrequestslc@utcourts.gov](mailto:recordingrequestslc@utcourts.gov)
- To email West Jordan – [wjcopy@utcourts.gov](mailto:wjcopy@utcourts.gov)
- To email Tooele – [jodic@utcourts.gov](mailto:jodic@utcourts.gov)
- To email Silver Summit – [debbiekf@utcourts.gov](mailto:debbiekf@utcourts.gov)

**\*\*The Court is no longer able to take written credit card information. \*\***

If you would like the court to set up a receivable so that you can pay on line please check here

A clerk will follow up with you to let you know when the receivable is set up either by phone or email.