Audio/Video Request Form

Jefferson Circuit Court Clerk's Office
700 W. Jefferson St., 2nd floor, Suite 231
Louisville, KY 40202
Phone:502-595-3606

- **NO RUSH ORDERS** (You will be contacted via e-mail for pick-up, unless requested otherwise.)
- PAYMENT required when request made: Cost per disc - $25.00
- **MONEY ORDERS or LAW FIRM CERTIFIED/CASHIER CHECKS ARE MADE PAYABLE TO: David L. Nicholson, Circuit Court Clerk**
  - Email request can be sent to jeffersonCoOCCCVideodepartment@kcoj.onmicrosoft.com. Payments can be made over the phone by using Credit Card. Service fees will be applied.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Date of Request: _____

Case No. _____

Style of Case: _____
(Case Name) *(Party Names: Who VS Who)*

Division/CtRm	**Recording Type** (Hearing/Trial/Motion Hr)	**Hearing Date**	**Court Time**

Requested by: _____

E-mail Address (required): _____

Telephone number: _____

PLEASE CHECK ONE OF THE FOLLOWING:

☐ Commonwealth Attorney ☐ County Attorney ☐ Public Defender ☐ Private Attorney
☐ Private Citizen ☐ Police ☐ Other

TAPE RECEIVED BY: _____ ***DATE:*** _____

FOR OFFICE USE ONLY

Amount Paid: _____ Form of Payment: _____ Receipt #: _____ Clerk: _____

REV: 11-22