



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 (multiple hearings can be placed on one disc.)
- Process takes 2 to 4 working days. (Process in order of receipt) *Subject to change depending on availability of video*
- **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.
 - **NOTICE: Requests must be for specific hearings and include the case number, case name, hearing date, or other identifying information. Requests for recordings of an entire day's proceedings cannot be processed per section 81.2.3 of the clerk's manual.**

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Date of Request: _____

Case No. _____

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

<u>Division/CtRm</u>	<u>Recording Type</u> (Hearing/Trial/Motion Hr)	<u>Hearing Date</u>	<u>Court Time</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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: _____