

**GENERAL SESSIONS COURT  
DATA CD REQUEST**

If you would like to request a duplication of a data CD from a General Sessions or Circuit Court proceeding, it is mandatory to fill out the information below.

The cost of the data CD is \$5.00 per CD. Payment shall be made upon request at the General Sessions/Circuit Court Clerk's Office. Transcriptions cannot be made from these audio files by this office.

The data CD's can be played using Windows Media Player or any equivalent and each will contain all court activity for that session of court.

The Courtroom number the proceeding occurred in is very important information, as one Judge could be covering more than one court for that day. Please include this information.

**MANDATORY INFORMATION:**

**Which Judge heard the case & courtroom #**

Judge/Division/Courtroom #

**What date did you go to court? Only 1 day per form**

Date of Proceeding

**Your name**

**Today's date**

Requested by

Date requested

**Your phone number**

Phone#

**CIRCUIT COURT DATA CD REQUEST  
MUST BE REQUESTED IN ADVANCE**

The official audio recordings of the Circuit Criminal Court are the tape recordings maintained by the State Court Reporters. We are not required to maintain digital audio recordings of Circuit Court Sessions of Court, as we are for the General Sessions Courts. If a request is made 24 hrs in ADVANCE of a Circuit Court session, we can capture a digital audio recording of a session, for your review. Transcriptions cannot be made from these audio files by this office.

**MANDATORY INFORMATION:**

**Which Judge heard the case & courtroom #**

Judge/Division/Courtroom #

**What date did you go to court? Only 1 day per form**

Date and time of session to be recorded

**Your name**

**Today's date**

Requested by

Date requested

**Your phone number**

Phone #