

Rev. 5-25-2017

Read Instructions on Page 3

District Court of Guam DIGITAL AUDIO RECORDING ORDER

(FOR PROCEEDINGS ON OR AFTER AUGUST 1, 2002)

1. NAME		2. PHONE NUMBER		3. DATE		
4. MAILING ADDRESS		5. CITY		6. STATE	7. ZIP CODE	
8. CASE NUMBER	9. CASE NAME		10. DATE(S) OF PROCEEDING(S)			
11. PRESIDING JUDICIAL OFFICIAL			LOCATION OF PROCEEDING(S)			
			12. CITY		13. STATE	
14. ORDER FOR						
<input type="checkbox"/> APPEAL		<input type="checkbox"/> CRIMINAL		<input type="checkbox"/> CRIMINAL JUSTICE ACT		
<input type="checkbox"/> NON-APPEAL		<input type="checkbox"/> CIVIL		<input type="checkbox"/> BANKRUPTCY		
				<input type="checkbox"/> IN FORMA PAUPERIS		
				<input type="checkbox"/> OTHER (Specify)		
15. Specify portion(s) and date(s) of proceeding(s) requested.						
PORTION (S)	DATE(S)	PORTION(S)	DATE(S)			
<input type="checkbox"/> VOIR DIRE		<input type="checkbox"/> TESTIMONY (Specify Witness)				
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)						
<input type="checkbox"/> OPENING STATEMENT (Defendant)						
<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)		<input type="checkbox"/> PRE-TRIAL PROCEEDING (Specify)				
<input type="checkbox"/> CLOSING ARGUMENT (Defendant)						
<input type="checkbox"/> OPINION OF COURT						
<input type="checkbox"/> JURY INSTRUCTIONS		<input type="checkbox"/> OTHER (Specify)				
<input type="checkbox"/> SENTENCING						
<input type="checkbox"/> BAIL HEARING						
16. ORDER						
<input type="checkbox"/> FTR Gold Format. Free player software included on CD. <input type="checkbox"/> Audio CD Format - This format will play in any CD player. This format is limited to an hour or less. <input type="checkbox"/> MP3 - This format will play using Windows Media Player™ software, as well as other 3 rd party software. <input type="checkbox"/> Windows Audio Format - (wma) This format will play using Windows Media Player™ software, as well as other 3 rd party software.		Media: <input type="checkbox"/> CD <input type="checkbox"/> DVD				
		NO. CD/DVD(s)	NO. COPIES	COSTS		
CERTIFICATION (17 & 18) By signing below, I certify that I will pay all charges (deposit plus additional) upon completion of the order.		ESTIMATE TOTAL				
		17. SIGNATURE		18. DATE		

Reserved for Court Use Only:

PROCESSED BY			PHONE NUMBER	
ORDER RECEIVED	DATE	BY	DEPOSIT PAID	
DEPOSIT PAID			TOTAL CHARGES	
CD/DVD DUPLICATED			LESS DEPOSIT	
ORDERING PARTY NOTIFIED TO PICK UP CD/DVD			TOTAL REFUNDED	
PARTY RECEIVED CD/DVD			TOTAL DUE	

INSTRUCTIONS GENERAL

Use. Use this form to order a recording of a proceeding. Complete a separate order form for each case number and proceeding for which CD/DVDs are ordered.

Completion. Complete Items 1-18. Do *not* complete shaded areas which are reserved for the court's use.

Order Copy. Keep a copy for your records.

Mailing or Delivering to the Court. Mail or deliver two copies to the Office of the Clerk of Court.

Deposit Fee. The court will notify you of the amount of the required deposit fee which may be mailed or delivered to the court. Upon receipt of the deposit, the court will process the order.

Delivery Time. The delivery time is computed from the date of receipt of the deposit fee (if requested, otherwise computed from the court's receipt date), and is normally the next business day for orders requiring only one CD/DVD.

Completion of Order. The court will notify you when the CD/DVDs are completed.

Balance Due. If the deposit fee was insufficient to cover all charges, the court will notify you of the balance due which must be paid prior to receiving the completed order.

SPECIFIC

Items 1-18. These items should always be completed.

Item 8. Only one case number may be listed per order.

Item 14. Place an "X" in each box that applies.

Item 15. Check specific portion(s) and date(s) of the proceeding(s) for which a copy is requested. Sealed portions of proceedings will not be available unless ordered by the Court.

Item 16. Place an "X" in each box that applies. Indicate the number of additional copies ordered. Fees will be calculated per proceeding requested. The court reserves the right to override the choice of format.

Item 17. Sign in this space to certify that you will pay all charges upon completion of the order. (This includes the deposit plus any additional charges.)

Item 18. Enter the date of signing.

Shaded Area. Reserved for the court's use.