

THE CIRCUIT COURT FOR CALVERT COUNTY
Office of the Court Reporter Coordinator
175 Main Street, Prince Frederick, MD 20678
Email: court.reporter@calvertcountymd.gov
Phone: 410-535-1600 ext. 2419 or 2788

REQUEST FOR COPY OF AUDIO RECORDING
(PC compatible only)

Please Circle One: CD, USB, or electronic transfer

Date: _____

To: Stephanie Lewis, Court Reporter Coordinator

Circuit Court for Calvert County
175 Main Street, Courthouse
Prince Frederick, Maryland 20678

Case Number: _____ Case Name: _____
(Only One Case Number Per Form)

Date(s) of Proceedings: _____ Judge/Magistrate: _____

Requested by: _____

Address: _____ Contact Information:
Phone: _____
Fax: _____
Email: _____

Are you a party or an attorney representing a party in this case? YES: _____ NO: _____

Except for proceedings closed pursuant to law, as otherwise provided by rule, or as ordered by the court, Maryland Rule 16-504 provides in part that upon written request and the payment of reasonable costs, the authorized custodian of an official recording shall make a copy of the audio recording available to any person. **THIS IS AN AUDIO COPY OF THE ABOVE-REFERENCED PROCEEDINGS IN THE CIRCUIT COURT FOR CALVERT COUNTY. IT IS NOT AN OFFICIAL TRANSCRIPT. ONLY TRANSCRIPTS PREPARED BY THE COURT'S APPROVED TRANSCRIPTIONIST ARE DEEMED OFFICIAL AND CAN BE ADMITTED AS EVIDENCE.**

*Signature of the Requestor: _____
(Signature required for request to be processed)

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