

**IN THE COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
SUMMIT COUNTY, OHIO**

)	CASE NO. _____
Plaintiff)	JUDGE _____
-vs.-)	MAGISTRATE _____
)	
Defendant)	<u>SUMMIT COUNTY DOMESTIC RELATIONS COURT AUDIO RECORDING REQUEST</u>

Requestor Information:

Name of Person Requesting the recording: _____

Phone Number: _____ Email Address: _____

Preferred media for recording: Email CD

Name of Opposing Counsel or Unrepresented Party: _____

Phone Number: _____ Email Address: _____

Additional Parties: _____

Phone Number(s): _____ *Email Address(es):* _____

Check here if this recording is needed for a Motion to Set Aside Magistrate's Order

Hearing Information:

Hearing Date(s) _____ Scheduled hearing time: _____

Judge or Magistrate Conducting Hearing: _____

Once this Request is filed with the Summit County Clerk of Courts, you may either deliver the form to the court administration office on the second floor of the Domestic Relations Court, or you may email the form to: audio@dr-court.org. You will be contacted when your recording is ready. Completed CDs will be available in the court administration office. Opposing counsel and parties may also email to request a copy of the recording after it is produced.

Domestic Relations Court Audio Recording request information:

- Audio recordings of court hearings are public records and will be provided upon request of any person.
- There is no charge for production of an audio recording.
- Only recordings of hearings which were called "on the record" by the court will provided.
- Please allow at least three business days for production of the recording.

Note: Please make two copies of your original Request.

Original: File with the Clerk of Courts

Copies: One for court administrator and one for yourself