

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

)	CASE NO. _____
Plaintiff)	JUDGE _____
-vs.-)	MAGISTRATE _____
)	
Defendant)	

AUDIO RECORDING REQUEST

Requestor Information:

Name of Person Requesting the recording: _____

Phone Number: _____ Email Address: _____

**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: _____

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@drcourt.org. You will receive a link to the audio recording via email.

Domestic Relations Court Audio Recording request information:

- Audio recordings of court hearings are protected records and will only be provided upon request to a party or counsel of the case.
- 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.

Email your request to audio@drcourt.org. It will be filed by Court personnel and recording will be provided via email link within three (3) business days unless extenuating circumstances exist.

Court Staff Use:

Received: _____ Sent: _____ Initials _____

Notes: _____