



## COURT RECORDING REQUEST

**Court Address**

Coleman A. Young Municipal Center: 2 Woodward Avenue, Suite 770, Detroit, MI 48226

**Email**

RecordingRequests@3rdcc.org

**Court Telephone No.**

(313) 224-5255

1. Date of Request: \_\_\_\_\_

2. Type of Request (pick one):

VIEW OPTIONS: Anyone can view a public proceeding at no cost.

View at Courthouse

View Online (mainly reserved for shorter recordings)

COPY OPTIONS: Only available to case parties. Other restrictions apply – see the Court's [Access to Records LAO](#).

COPY (audio only) – Purchase Thumb Drive (\$20 per drive + \$5 postage)

COPY (audio only) – No Cost for Online Transfers

NOTE: For security purposes, the audio pitch on copies of court recordings will be adjusted.

3. Requested by: \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Email \_\_\_\_\_

4. Specify the complete case number, hearing officer, and party names: \_\_\_\_\_

Case Number \_\_\_\_\_

Hearing Official \_\_\_\_\_

Party Name(s) \_\_\_\_\_

5. Date, Time, and Location of the court events: \_\_\_\_\_

6. Reason for request: \_\_\_\_\_

7. If you are a case party, complete this item only if you are purchasing a copy:

The cost to purchase a copy of a court proceeding is \$20.00 per request for each thumb drive needed to complete your request. Files are formatted to play only on a computer.

Select one of two purchase options below:

Pick up and pay upon receipt at the courthouse.

Pay in advance and mail item(s) to my address listed above. (add \$5.00 for postage)

Payment of \$\_\_\_\_\_ is enclosed. (cashier's check or money order made payable to "Third Circuit Court")

8. Date needed by: \_\_\_\_\_

I understand that any audio/video recording viewed or audio recording copied pursuant to this request may not be reproduced, altered, disseminated, placed on the internet, published, or posted pursuant to Local Administrative Order, without prior approval of the Chief Judge or designee. Any violation may be treated as criminal contempt of court punishable by a fine up to \$7,500 and/or up to 93 days in jail and/or further requests be denied. If an official record of the recorded proceeding is needed, I understand I must request a transcript from the court.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Submit completed request to the Docket Support Services Office at any address above or by email to [recordingrequests@3rdcc.org](mailto:recordingrequests@3rdcc.org)  
You will be notified when the copies are available to view, pick up or have been transferred online.**

For Court Use Only

Public Recording

Restricted, Non-Public, or Confidential Recording (copies not permitted)

Called/mailed requester regarding the status of their request on \_\_\_\_\_ Docket Support Services Office initials: \_\_\_\_\_

For Copy Requests: AMOUNT DUE: \$\_\_\_\_\_

PAID BY:  CASHIER'S CHECK: Number: \_\_\_\_\_  MONEY ORDER: Number: \_\_\_\_\_ Clerk initials: \_\_\_\_\_