

STATE OF NORTH CAROLINAIn The General Court Of Justice
District Court Division

_____ County

Name Of Case

Case File No.

Date Of Proceeding(s)

Name Of Presiding Judge

Courtroom Where Hearing Held

**REQUEST FOR DUPLICATE COPY
OF VERBATIM AUDIO COURT RECORD
(NON-CONFIDENTIAL)****REQUEST**

I, the undersigned, request a duplicate copy of the case named above which was a non-confidential district court hearing that was electronically recorded. I understand I may have this record transcribed by anyone I wish.

[Note To Person Making Request: *There is a fee for photocopying the audio recording log and any other relevant documents, as well as a fee for the cost of any blank medium required to produce the copy. Payment must be made by cash, certified check or money order, payable to the Clerk of Superior Court. Personal checks will not be accepted.]*

[Note To Person Transcribing: *These audio records were created using a sophisticated electronic recording machine that records at half speed on four separate tracks (one for each microphone in the courtroom). This recording will not play on a standard recording or transcribing machine. A transcribing machine designed for these recorders must be used to play the media provided.]*

NOTE: Record On Appeal Information

For preparation of a record of a case on appeal, follow the requirements set out in the Rules of Appellate Procedure, promulgated by the Supreme Court of North Carolina. These Rules describe what is required in the preparation of the record on appeal and the transcript format to be followed.

Date Of Request

Name Of Person Making Request (Type Or Print)

Signature Of Person Making Request

Telephone No. Of Person Making Request

RECEIPT

I have received a duplicate of the recording as requested above.

Date Received

Signature

NOTE: *This form shall not be used for any juvenile proceedings or any other confidential hearing.*