

# STATE OF NORTH CAROLINA

In The General Court Of Justice

☐ District ☐ Superior Court Division

\_\_\_\_\_ County

Name Of Case

Case File No.

Date Of Proceeding(s)

Name Of Presiding Judge Or Clerk

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

Courtroom Where Hearing Held

### REQUEST

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

**NOTE TO PERSON MAKING REQUEST:** The clerk may provide electronic recordings via (1) LiquidFiles, which sends an email to the requester with a time-limited link to download the attached files, or (2) blank media (e.g., CD). There is a fee for the cost of any blank media (e.g., CD) used to share the recording. Payment must be made by cash, certified check, or money order, payable to the Clerk of Superior Court. Personal checks will not be accepted. Clerks use WebEx or DCR software to record proceedings. Most modern media players will play WebEx recordings. To play back DCR recordings, download the free player software here: <https://bisdigital.com/software>. Court reporters use a variety of software, which may require compatible, proprietary software to play back a recording.

### 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.

**NOTE:** Audio recordings of superior court proceedings created by court reporters are not public records as defined by G.S. 132-1 and shall be disclosed to the parties and public only to the extent allowed by an order of a court of competent jurisdiction for good cause shown after notice to all parties. Original stenomask audio files, audio files of digital recording technicians, and recordings by the clerk in non-confidential case types are public records under G.S. 132-1 and subject to disclosure without a court order (G.S. 7A-95(c)). Audio recordings of district court proceedings remain public records that must be disclosed to the public upon request, unless they relate to a confidential proceeding or are sealed.

Original - File