

Purchasing Audio Recordings of Judicial Branch Proceedings

Effective November 1, 2018, audio recordings of Judicial Branch proceedings that occur on or after November 1, 2018 and are publicly disclosable will be available for purchase. The rules and procedures governing access to court transcripts will govern access to the audio recording.

Policy and Procedures:

1. Availability of Audio Recordings

Audio recordings of Judicial Branch proceedings that are publicly disclosable will be available for purchase beginning on November 1, 2018 for all proceedings that occur on or after November 1, 2018. Audio of proceedings not open to the public will not be available for sale. The rules and procedures governing access to court transcripts will govern access to the audio recording.

2. Procedure to Order Audio Recordings

To purchase an audio recording, the Request for Audio Recording form (JD-ES-325) must be completed and sent to Court Transcript Services via mail, e-mail, or fax. Payment should not be submitted at the time of submitting the request.

Court Transcript Services will determine whether the audio is publicly disclosable. Upon making that determination, Court Transcript Services will inform the ordering party of (a) the approval of the request to receive a copy of the audio recording, the cost of the recording, details for submitting payment, and delivery/pickup options or (b) the denial of the request to receive a copy of the audio recording and the reason it cannot be provided.

3. Procedure to Copy Audio Recordings to a CD

Once it is determined that the audio is publicly disclosable, Court Transcript Services will burn the audio recording onto a CD as an MP3 file.

4. Cost

The cost of an audio recording is \$20 per day, per docket number. There is no cost for any official of the state acting in his or her official capacity, or any of the state's agencies, boards or commissions, or any municipality of the state.

5. Payment Process

The Centralized Infractions Bureau (CIB) at 225 Spring Street, Wethersfield, will serve as the point of sale for all purchases of audio recordings. Court Transcript Services and CIB will follow the financial procedures outlined in "Procedures for Handling Payments for a Request for Audio Recording". Refunds will not be issued.

Payment may be made in the following forms: cash, bank check, money order, or credit card. Personal checks will not be accepted. Credit card orders are subject to a processing fee of 2.2% of the total amount charged or \$1.00, whichever is greater. All money received from the sale of audio recordings will go into the Data Processing Revolving Fund.

If the ordering party wants to pick up the audio recording from CIB, payment will be made at the time the ordering party picks up the CD. If the ordering party wants the audio recording mailed, the ordering party will send payment to Court Transcript Services and Court Transcript Services will deliver the payment to CIB.

6. Delivery/Pickup of Purchased Audio Recording

Copies of audio recordings should be available within one week from Court Transcript Services receiving the order.

If the ordering party wants to pick up the audio recording from CIB:

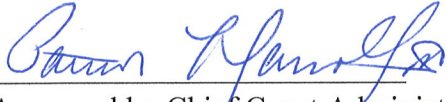
Court Transcript Services will contact the ordering party to inform him/her that the audio recording is ready for pickup at CIB. The ordering party will go to CIB during normal business hours to pay for the audio recording and pick up the CD.

If the ordering party wants the audio recording mailed:

Once payment has been processed and the CD has been created, Court Transcript Services will mail the CD to the ordering party at the address on the Request for Audio Recording form (JD-ES-325).

7. Miscellaneous

Any questions regarding the sale of audio recordings should be directed to Court Transcript Services.



Approved by Chief Court Administrator
Judge Patrick L. Carroll III

10-23-18

Date Signed