



SEVENTH JUDICIAL CIRCUIT OF FLORIDA

Court Reporting Services Department

(Please Check Appropriate Office)

KIM C. HAMMOND JUSTICE CENTER
 Stenographers: 386-313-4570, Fax: 386-437-7288
 Digital Reporters: 386-313-4574, Fax: 386-437-7288
 VOLUSIA CO. COURTHOUSE, DeLand
 Digital Reporters: 386-626-6589, Fax: 386-822-5791

RICHARD O. WATSON JUDICIAL CENTER
 Digital Reporters: 904-827-5644, Fax: 904-827-5645
 VOLUSIA CO. JUSTICE CENTER, Daytona
 Digital Reporters: 386-239-7846, Fax: 386-254-4609

Check One:
 REQUEST FOR DIGITAL CD* OR TRANSCRIPT OF PROCEEDINGS
 (\$20.00 PER CD, CHECK OR MONEY ORDER PAYABLE TO "STATE OF FLORIDA")

TODAY'S DATE: _____

DATE CD REQUESTED BY: _____

DATE TRANSCRIPT REQUESTED BY: _____

REQUESTOR: _____

ADDRESS & PHONE # _____

| | | | | | | | | | | |
|-------------------------------|-----|----|--------------------|----------------------------------|---------|--------|-----|-------|--------------|-------|
| | | | Court Appointed | ¹ REGIONAL COUNSEL | Private | Pro Se | DCF | Judge | Court Adm | Other |
| ON BEHALF OF: (CIRCLE ONE) | SAO | PD | | | | | | | | |

CASE NAME: _____

CASE NUMBER: _____
 JUDGE
 GENERAL MAG
 HEARING OFFICER

DATE/TYPE OF PROCEEDING: _____

CASE TYPE: MSD FEL **JUV DEP **JUV DEQ DV INJ DOR **BAKER/ MARCH **GUARD/ INCAP

COUNTY OF ORIGIN: FLAGLER PUTNAM ST. JOHNS VOLUSIA

FOR COURT REPORTER USE ONLY:

| | | | |
|--|--|-------------------------|--|
| CD / TRANSCRIPT PICKED UP, DELIVERED OR MAILED BY: | | DATE PICKED UP: | |
| | | DATE DELIVERED/ MAILED: | |
| AMOUNT PAID: | | RECEIPT NO. | |

¹ Regional Counsel orders will be billed. Do not collect payment.
 **Note: Proper equipment is needed to adequately listen to and transcribe digital CDs.
 Please check <http://www.courtsmart.com> to obtain equipment requirements.

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Procedure to Request Digital CD of Proceedings:

- Requesting party completes the Request Form.
- Requesting party either takes the completed form to the appropriate Digital Court Reporters' Office, or can mail the form, along with a check or money order made payable to the State of Florida for the \$20 CD fee.
- **Office Addresses:** Volusia County Courthouse, DeLand, 101 North Alabama Avenue, Room B-133, DeLand, FL 32724; Volusia County Justice Center, Daytona, 251 North Ridgewood Avenue, Room 147, Daytona Beach, FL 32114; Kim C. Hammond Justice Center, Bunnell, 1769 East Moody Blvd., Building 1, Bunnell, FL 32110; Richard O. Watson Judicial Center, St. Augustine, 4010 Lewis Speedway, Room 290, St. Augustine, FL 32084.
- Proceedings digitally recorded in Putnam County should be ordered from the Richard O. Watson Judicial Center Office.
- The Digital Court Reporters' Office will make a copy of CD and send it to the party, or hold for pick up as indicated on the request form.
- The requesting party makes his/her own arrangements for the production of an accurate transcript, which must be prepared and certified by an impartial court reporter. Said transcript must comply with requirements set forth in Rule 2.535, Florida Rules of Judicial Administration. Transcription costs will be borne by the requesting party.
- The Court Reporting Services Department will prepare transcripts of digital records requested by judges, general magistrates, hearing officers or staff attorneys for their own use.

**Procedure to Request Transcript of Stenographically
Reported Proceedings in Flagler, Putnam and St. Johns Counties:**

- Requesting party contacts the Court Reporters, Seventh Judicial Circuit Office located in Flagler County, 386-313-4570, in order to get an estimate of the cost for transcribing the proceedings.
- Requesting party then completes the Request Form and mails the form, along with a check or money order made payable to the State of Florida, to: Court Reporters, Seventh Judicial Circuit, 1769 East Moody Blvd., Building 1, Bunnell, FL 32110
- Upon receipt of the Request Form and the check or money order, the reporter will transcribe the requested proceedings and mail the completed transcript to the address indicated on the Request Form, or hold for pick up as indicated on the Request Form.

**Procedure to Request Transcript of Stenographically
Reported Proceedings in Volusia County:**

- Contact Volusia Reporting Company, contract provider for criminal court work in Volusia County and for preparing appeal transcripts from digitally recorded proceedings throughout the Seventh Judicial Circuit.
Main Office phone number: 386-255-2150; Fax number: 386-258-1171
432 South Beach Street, Daytona Beach, FL 32114
Website: <http://www.volusiareporting.com>

****PLEASE NOTE THE FOLLOWING RESTRICTIONS REF: RELEASE OF RECORDS IN
ACCORDANCE WITH ADMINISTRATIVE ORDER P-2007-026, EFF. DATE OF MARCH 5, 2007:**

Juvenile proceedings are available to parties in the case and/or attorneys of record only, but only if so ordered by the Court and our department is furnished with a written order signed by the judge.

Parental Notice of Abortion Act proceedings are confidential and may not be made available.

Baker Act, Marchman Act, Adult Protective Services Act, certain Guardianship proceedings, as well as such other proceedings as may be appropriate, are to be made available to parties in the case and/or attorneys of record only.