

CIRCUIT COURT FOR WORCESTER COUNTY, MARYLAND  
OFFICE OF THE COURT REPORTERS

REQUEST FOR COPY OF AUDIO RECORDINGS (PC compatible only)

**TO:** Anne Horner, RPR  
Worcester County Circuit Court  
1 W. Market Street, Room 222  
Snow Hill, MD 21863  
(410)632-1125

**CASE NAME:** \_\_\_\_\_ **CASE NUMBER:** \_\_\_\_\_

**DATE OF PROCEEDINGS:** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

*Are you a party or an attorney representing a party in this case?* Yes: \_\_\_\_\_ No: \_\_\_\_\_

Except for proceedings closed pursuant to law, as otherwise provided by rule, or as ordered by the Court, Maryland Rule 16-504 provides in part that, upon written request and the payment of reasonable costs, the authorized custodian of an official recording shall make a copy of the audio recording available to any person.

**By my signature, I acknowledge that Maryland Criminal Procedure Article §1-201 provides that a person may not broadcast any proceeding in a criminal matter and agree that I will not broadcast, copy, transfer, or otherwise electronically transmit to any person any recording of any criminal proceeding and that any willful violation may be punishable as contempt.**

**SIGNATURE** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** Official CDs generated from the original master recording are provided for listening purposes and verification of testimony only. They may not be used as the official court record in the place of a transcript. Transcripts cannot be produced using CDs. Only transcripts prepared and certified by the Court's approved transcriptionists are deemed official and can be admitted as evidence. Audio recordings are \$25.00 per hearing date. **Payment in full must be received before your order is processed. We accept checks or money orders made payable to County Commissioners of Worcester County. We cannot accept cash or credit cards.**