



DISTRICT COURT OF MARYLAND FOR

Located at _____

Court Address

City/County

Case No. _____

STATE OF MARYLAND
OR

Full Name of Plaintiff(s)

vs.

Full Name of Defendant(s)

REQUEST FOR CD RECORDING / TRANSCRIPT / ELECTRONIC RECORDING

NOTE TO APPLICANT:

CD Recording

- Fee due in advance is \$15.00 per case.
- Requests are processed on a first come first served basis (no exceptions).
- Cases heard more than three (3) years ago may not be available.

Transcript

- Written transcripts are only provided in accordance with MD Rule 7-102 (b).
- A \$75.00 deposit in advance is required. Transcript costs are \$3.00 per page. Any balance due will be billed to the requestor.

Electronic Recording (Prince George's County, Montgomery County, or Baltimore City Only)

- Recording delivered by e-mail using Microsoft ShareFile.
- Fee due in advance is \$10.00 per case.
- Requests are processed on a first come first served basis (no exceptions).
- Cases heard more than three (3) years ago may not be available.

PLEASE PROVIDE THE FOLLOWING COURT INFORMATION: (Check one box below and include information)

JUDGE

Trial Date _____

Courtroom _____

Court Location _____

Judge _____

DISTRICT COURT COMMISSIONER

Proceeding Date _____

Commissioner Name _____

Commissioner Location _____

REQUESTED BY:

OPTIONAL

Please mail to (if different from address shown on left):

Name

Name

Street # Apt #

Street # Apt #

City State Zip

City State Zip

Telephone

Telephone

Signature of Applicant Date

Signature of Applicant Date

IF ELECTRONIC RECORDING (PRINCE GEORGE'S COUNTY, MONTGOMERY COUNTY, OR BALTIMORE CITY ONLY) REQUESTED:

E-mail address for electronic recording information to be sent: _____
E-mail