

Garfield Heights Municipal Court

INSTRUCTIONS FOR OBTAINING DIGITAL RECORDING OF COURT PROCEEDING

In order to obtain a digital record (CD) of a court proceeding, please follow these steps:

Step 1: File a video request with the Clerk of Court. The request must **be completed in ink and include:**

- 1) Names of all parties
- 2) Case number
- 3) Judge and/or courtroom of proceeding
- 4) Date(s) and time(s) of each proceeding(s) requested.
NOTE: Please list the time of the proceeding, NOT the time of the scheduled proceeding.
- 5) Contact information of the person making the request.
- 6) Mailing address (if recording is to be mailed) *

Step 2: Pay required court cost for recording. (\$10.00)
Note that an additional \$5.00 fee applies for mailing requests.

Case Information

Defendant name _____

Plaintiff name _____

Case number _____

Judge / courtroom: _____

Date(s) _____

Time(s) _____

Filer Information

Name _____

Date of request _____

Signature _____

Mail Information

Name _____

Street address _____

City / state / ZIP _____

Phone number: (_____) _____

To be competed in ink