

# 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: \_\_\_\_\_

Phone number: ( \_\_\_\_\_ ) \_\_\_\_\_

Signature: \_\_\_\_\_

### Mail Information

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City / State / ZIP: \_\_\_\_\_

***To be completed in ink***