

**CHIPPEWA COUNTY CLERK OF COURTS  
DIGITAL AUDIO RECORDING TRANSCRIPT REQUEST FORM**

Please complete the following information

<b>Date of Proceedings</b>
<b>Case Number</b>
<b>Case Name</b>

**Contact Information:**

<b>Requestor's Name</b>		<b>Today's Date</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>E-mail address (optional)</b>		<b>Phone number</b>	

☐ **I would like a copy of the digital audio recording**

☐ Payment enclosed (\$10).

☐ Online payment (\$10) made.

[www.govpaynow.com/gps/user/plc/1116](http://www.govpaynow.com/gps/user/plc/1116) OR scan the QR code to make a payment.

☐ [PD 8.02\(1\)\(b\)](#) State Public Defender payment (\$5). ☐ enclosed ☐ paid online



**Signature of Requestor:** \_\_\_\_\_

This form **MUST** be completed entirely for the clerk to process your request timely. The information requested above can be found in the case file.

**DIGITAL AUDIO RECORDING REQUEST INFORMATION**

This form is used to request a digital audio recording of a court matter held with a court commissioner. All requests for a digital audio recording are made directly with the Clerk of Courts by the requestor. Transcript requests for hearings held with a Judge should be requested through a court reporter, not the Clerk of Courts.

Court proceedings captured by a digital audio recording system are converted to an MP3 format and saved to a USB flash drive for purchase. MP3 formatted recordings can be played by any computer capable of playing MP3 format.

**THIS SECTION FOR INTERNAL USE ONLY**

Start time:

End time:

Other: