

REQUEST FOR COPY (CD) OF DIGITALLY RECORDED HEARING



Snohomish County
 Clerk's Office

FIRST NAME OF PERSON PICKING UP CD: _____

Recordings of Commissioner proceedings are generally available as follows:

9/14/06 through 3/13/07
 7/9/07 through current

Efforts will be made to have the CD available for pick up within 10 working days from the date of request. The expense of searching for and duplicating the applicable proceeding shall be borne by the person making the request per standards set by the Clerk.

FEES: \$25.00 per CD per RCW 36.18.016(13)
\$30.00 research fee may be collected if you do not provide the hearing information required per RCW 36.18.016(11)

CD RECORDINGS ARE COMPATIBLE WITH WINDOWS OPERATING SYSTEMS. **THEY ARE NOT COMPATIBLE WITH APPLE COMPUTERS.**

Please note: The Clerk's Office does not provide transcripts of hearings.

| CUSTOMER INFORMATION | | |
|--|-----------------------|--------------|
| First Name | Last Name | |
| Address | City, State, Zip Code | |
| Phone Number | E-mail | |
| HEARING INFORMATION – Up to three hearings per CD. Additional CDs will cost \$25.00 per CD | | |
| Case Number/Caption | Date of Hearing | Commissioner |
| 1 | | |
| 2 | | |
| 3 | | |
| Multiple CDs requested (check box) <input type="checkbox"/> Number of CDs requested: | | |
| Other/Special Instructions: | | |

| COPY OF ORDER & RECEIPT – To be completed by Clerk's Office Cashiering Staff | | |
|--|---|----------------|
| Date Received: | Staff Initials | |
| Number of CDs Requested: (\$25.00 per CD) | Mailing Fee (check box) <input type="checkbox"/> (\$2.50 per CD) | |
| Total Due/Paid: | | |
| REQUEST PROCESSED – To be completed by Clerk's Office Customer Service Staff | | |
| Date Request Completed | Date Customer Notified | Staff Initials |