

# SUPERIOR COURT *of* WASHINGTON

Cowlitz County

## COURTROOM RECORD ORDER FORM

TO: Court Administration  
Cowlitz County Superior Court  
312 SW First Avenue  
Kelso, WA 98626

The computer program used to make the Audio/Visual recordings is called For the Record (FTR). **(Windows and other media players cannot read or play FTR recordings)** To download an FTR media player and for questions, visit [www.fortherecord.com](http://www.fortherecord.com). **FTR is incompatible with some operating systems.** To play an FTR recording, your system must have: Internet capabilities, Windows 8 / 7 / XP SP3.

Questions? Contact: **(360) 577.3085** or  
**SuperiorCourtAdministration@co.cowlitz.wa.us**

You can also request an audio only .mp3 recording which can be played on most devices that play audio.

### REQUESTOR INFORMATION

Date order submitted: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Audio/Visual [ ] Audio Only [ ] \$15 payment included\* [ ]**

\* The Clerk's office will only accept payments in the amount of \$15 unless they have written verification of cost from Court Administration. Extremely large requests (**more than 16 hours of recording**) will require additional payment. Court Administration will notify you prior to proceeding regarding additional costs or you can contact Court Administration prior to submitting your request for a quote.

### CASE INFORMATION REQUESTED

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

Cowlitz County Cause # \_\_\_\_\_

Proceeding date/time: \_\_\_\_\_ Proceeding date/time: \_\_\_\_\_

Proceeding date/time: \_\_\_\_\_ Proceeding date/time: \_\_\_\_\_

Additional dates listed on a separate sheet of paper and attached [ ]

**Please choose one: record(s) to be \_\_\_\_\_ picked up \_\_\_\_\_ mailed \_\_\_\_\_ emailed**

Please return this completed form to the Superior Court Clerk's office, with payment for the **correct amount**. **PERSONAL CHECKS and Credit Cards ARE NOT ACCEPTED.** Orders will generally be complete in 7 to 10 business days.

*Please note: Inaccurate or illegible information may significantly delay your request or cause it to not be processed at all.*

**For office use only:**

Received: \_\_\_\_\_ Completed: \_\_\_\_\_ By: \_\_\_\_\_

Request was: Mailed [ ] Emailed [ ] Party notified to pick up in Clerk's office via telephone call [ ] / via email [ ] on \_\_\_\_\_