

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. **FTR is incompatible with some operating systems.** To play an FTR recording, your system must have: Internet capabilities, Windows 8 / 7 / XP SP3.

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

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

REQUESTOR INFORMATION

Date you submitted order: _____ 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: _____ Courtroom (1,2,3,7,Jail): _____

Proceeding date/time: _____ Courtroom (1,2,3,7,Jail): _____

Additional dates listed on the back of this form or a separate sheet of paper []

Please choose one: record(s) to be _____ mailed _____ emailed

Please return this completed form to the Superior Court Clerk's office, with cashier's check or a money order made payable to Cowlitz County Clerk for the **correct amount**. *Business checks from attorney firms are also accepted.* **CASH, PERSONAL CHECKS, and VISA ARE NOT ACCEPTED. Orders will generally be complete in 7 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 []