

[] CIRCUIT [] FAMILY [] _____ DISTRICT COURT
REQUEST FOR AUDIO/VIDEO OF COURT PROCEEDINGS
(NO REFUNDS)

Name of Case: _____
Case Number: _____
Name of Presiding Judge: _____
Attorney's Names: _____
Date(s) Proceeding was held: _____
Location of Proceeding(s): _____
Name of Requestor: _____
Requestor's Mailing Address: _____
Requestor's Phone/Fax Number: _____
Date of Request: _____

Pursuant to Rule 2.2 of the Rules of Circuit/District Court and the authorization of the Circuit Court Chief Judge and District Court Administrative Judge to use this rule as a guide in providing copies of video/audio/cd in other Circuit/District Court proceedings, the following shall apply:

The clerk shall collect cost and fees provided in Chapter 607 of the Hawai'i Revised Statutes except that the clerk shall collect the amounts specified herein as follows:

- [] For copies of video tapes; cost of production: **Half Day - \$25.00 Full Day - \$50.00**
- [] For copies of audio, electronic copy of any document: **\$10.00**
- [] **For any expedited or rush requests provided within four (4) hours, if request received before noon: \$10.00 each copy, plus all other applicable charges.**

IT SHOULD BE NOTED THAT THE COPY OF THE AUDIO CD DOES NOT CONSTITUTE THE OFFICIAL RECORDED OF THE PROCEEDING.

COURT STAFF SHOULD BE GIVEN ONE (1) WEEK FROM THE DATE OF THE REQUEST AND/OR THE DATE OF THE PROCEEDING TO PREPARE THE COPY OF THE REQUESTED PROCEEDING.

TO BE COMPLETED BY FILE CLERK:

[] Video [] Audio CD Received by: _____
Requestor

PAID: _____ Date/Time: _____

NOTE: AUDIO CANNOT BE PLAYED ON A CD PLAYER. THEY CAN ONLY BE PLAYED ON A COMPUTER WITH SPEAKERS.

TO BE COMPLETED BY CIRCUIT COURTROOM CLERK:

TYPE OF PROCEEDING: _____
AMOUNT TO BE CHARGED: _____
RUSH FEE: _____

RETURN ORIGINAL REQUEST AND CD TO DOCUMENTS FILING CLERKS, EXCEPT FOR REQUESTS MADE BY THE PROSECUTOR'S AND PUBLIC DEFENDER'S OFFICES. GIVE THOSE TO FISCAL OFFICE.