

[ ] 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.