Court Reporting Services Audio Request

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE MAKING A REQUEST

FOR AUDIO FILE REQUESTS:

1) Complete the following sections:
    - Audio File Request
    - Prohibition Against Dissemination (PAD)
        i. The PAD is to be filled out only by the attorney of record or party to the case.
        ii. If the request for audio file is from a non-party to the case, it will be considered a Public Request, and the PAD does not need to be filled out. Please see the section below on Public Requests.
    - Audio Request Payment Summary
    - Terms and Conditions

    *Once information is entered once - similar information requested in other sections will automatically be filled in.
2) Verify that the Audio Request Payment Summary amount reflects your request type. There are two court hearing sessions scheduled per day: a morning session and an afternoon session.
    - The morning session is from 8:30 a.m. to 12:30 p.m.
    - The afternoon session is from 12:30 p.m. to 5:00 p.m.

    The audio request fee will be applied per session.
3) Review the information entered in its entirety for accuracy.
4) Read the Terms and Conditions, check the box, and submit the request.
5) Submitted Requests:
    - Once the request is submitted, a verification of the request will be sent via email to the requestor, and the Administrative Office of the Courts (AOC), Court Reporting Services (CRS) team.
    - Requests will be reviewed by the AOC-CRS team.
        i. Requests submitted after 3:00 pm will be reviewed the next business day.
        ii. Requests submitted on a Friday or on an observed court holiday will be reviewed the next business day.
    - If **APPROVED** – A message will be sent to the requestor's email address confirming the following:
        - The request was received
        - The audio is available, and
        - Full payment must be received within three (3) business days.

        i. The audio will not be released until full payment is received.
        ii. Payment method: Check or money order made payable to:
            Miami-Dade County – Administrative Office of the Courts
        iii. Payment must be submitted (via mail or hand delivered) to:
            Miami-Dade County Children's Courthouse (First Floor Information Center)
            c/o Administrative Office of the Courts
            Court Reporting Services
            155 Northwest 3rd Street, Suite 1-335
            Miami, Florida 33128

- If **REJECTED** – a message will be sent to the email address provided by the requestor stating the reason(s) for rejection. Should the requestor wish to re-submit a new audio file request must be prepared and submitted to process the request, if applicable.
    i. Audio delivery turnaround time (i.e., 3-day, 10-day) begins upon confirmation that the request has been approved and payment received.
    ii. If payment is received after 3:00 pm, the audio delivery turnaround time will begin the next business day.

FOR TRANSCRIPT OF A COURT-PROVIDED AUDIO FILE:

NOTE: The AOC- CRS Unit does not provide transcripts, only audio files.

When requesting a transcript, you may choose a Circuit-contracted court reporting firm or another transcription service of your choice.

1) To request a transcript from a Circuit-contracted court reporting firm, visit the Circuit's Court Reporting Services webpage for the firms' contact information. You may contact any firm to receive additional instructions on how to make a transcript request.

2) If your intent is to request a transcript from a court reporting firm that is not contracted by the Circuit the audio file request will become a Public Record Request. Under the Public Record law, the audio file will be subject to review, and possible redaction by the Administrative Office of the Courts through the Office of the General Counsel.

Additionally, if the attorney or party had already received an audio file there will be a need for the Administrative Office of the Courts through the Office of the General Counsel to review the audio file and possibly redact it pursuant to the Prohibition Against Dissemination (PAD) form in accordance with the Florida Supreme Court AOSC11-22. An additional fee may be charged for this review and redaction. An audio file provided to you by the CRS-Unit that has not been reviewed and redacted shall not be provided to a court reporting firm that is not contracted by the court.

For Custodian of Record Certification:

If needed, select the option for 'Custodian of Record Certification' (notarized) when completing the Audio File Request. An additional fee will be charged for this service. Once completed, the certification will be emailed. Additional fees will apply for other methods of delivery.

Public Record:

- If the requestor is not an attorney of record nor a party to the case, then the requested audio file will be sent to the Office of the General Counsel, Eleventh Judicial Circuit of Florida, for review and possible redaction. Audio file request payment must be received by the AOC-CRS Unit before release of the audio file for review by the Office of General Counsel. If any additional fees are associated with the review and/or redaction services, Office of the General Counsel will reach out to the requestor with the cost estimate.
- The final cost of the audio file redaction is subject to the duration of the hearing and complexity of the redaction.
- The redaction of the audio file may delay delivery of the audio file to the requestor, and expedited delivery services will not be offered in this case.

OTHER IMPORTANT INFORMATION

Request Forms

- Only one case number per audio file request will be accepted. If more than one case number is listed, the request will be rejected.
- Old versions of audio request forms that are emailed to the address DCRrequestform@jud11.flcourts.org will be rejected upon receipt.
- Only one hearing session per request allowed.

Delivery and Review of Audio Files

- Audio files will be sent electronically via email with a link to access a Google drive account. The Google link will stay active for 7 days. The audio file will be sent in the .mp3 format. It is the requestor's responsibility to have the proper software to access the audio file in this format. Access to the audio file will be contingent upon the requestor's Google account limitations.
- The requestor is responsible for reviewing the audio file received to ensure that the correct audio file was provided. If the wrong audio file was provided, the requestor must report the error in writing to the DCRrequestform@jud11.flcourts.org within the 7-day window that the Google link is active, so that the AOC- CRS Unit can take corrective action.
  Should the requestor wish to receive the audio file via a different method of delivery such as thumb drive or CD, USPS mail or another delivery service (i.e., FEDEX, UPS), etc. additional fees may apply.