

FTR GOLD CD RECORDINGS OF DINWIDDIE COUNTY CIRCUIT COURT

REQUEST FROM: _____
(PRINT NAME HERE)

Pick-Up Mail-Delivery

MAILING ADDRESS: _____

DATE(S) OF HEARING/TRIAL: _____
(May not exceed two consecutive days) NOTE: Each CD is comprised of a single hearing of no more than two (2) consecutive days. If your hearing or trial has exceeded two (2) days an additional request form and fee is required. (CD recordings are available from September 11, 2009 to present for civil cases.)

Tgcuqp'hqt'Tgs wguv: _____'''

Style of Case: _____ V. _____

Circuit court civil case #: _____

Trial/hearing start and end time:

First Day Start Time: _____ End Time: _____

Second Day Start Time: _____ End Time: _____

Contact person (to be notified when CD is ready): _____

Contact phone number: _____

I am requesting my CD in the following format:

FTR Gold (\$35.00) MP3 (\$55.00)

I am requesting an EXPEDITED copy of the above recording at an additional fee of \$50.00

Type of payment: Check Cash Money Order Credit Card

Costs: _____ + _____ = _____
(CD) (optional expedited fee) (Total)

DATE RECEIPTED/CLERK INITIALS: _____

DATE GIVEN TO IT DEPARTMENT: _____ / _____
(IT) (Clerk)

DATE CD'S AVAILABLE AT CIVIL COUNTER: _____ / _____
(IT) (Clerk)

DATE OF CUSTOMER PICK-UP/CUSTOMER SIGNATURE: _____