

**REQUEST FOR COPY OF COURT PROCEEDINGS
CONDUCTED BEFORE THE HON. PAUL STUTESMAN**

A copy of court proceedings may be requested in one of two formats:

1. A CD (audio and visual) of the proceedings may be purchased upon approval by the Presiding Judge for a fee of \$20.00. **The CD/DVD will only play on a computer using the Windows Media Player program, not on a CD or DVD player.** It may take one to three court business days to fulfill this request. The Judge has the sole discretion to exclude copies of the video or audio testimony of certain witnesses, including, but not limited to, the victims of sex crimes and their families, police informants, undercover agents, and relocated witnesses.

CD/DVD Use Restrictions; violations subject to contempt penalty: No part of the CD/DVD or its contents may be modified, reproduced, duplicated, extracted, sold, published, converted to other formats, or otherwise distributed in any medium or format. The videos may only be shown directly from the CD/DVD itself, and they may not be incorporated into any other product or presentation format (including but not limited to PowerPoint.) No part of the CD/DVD or its contents may be included in any broadcast medium now known or hereafter developed, including but not limited to television, internet, or print. The CD/DVD and its contents may not be used for any advertising, marketing, or promotional purposes. The CD/DVD does not substitute for a court transcript. Only transcripts prepared by a certified reporter, record, or voice writer in conjunction with the Court's transcript process and in accordance with MCR 8.108 and the Case File Management Standards shall be considered the official transcript(s) of the court.

2. A typed transcript of the proceedings may be purchased for a fee of at least \$2.05 a page. It is your responsibility to make arrangements for the transcript to be prepared. It may take seven to thirty court business days to fulfill this request. Special arrangements will need to be made with the company selected to transcribe this request. (In some instances it may not be necessary to order a complete transcript, but just an excerpt. Please check with the transcribing company regarding this.)

Hearing Type	
Date/Time	
File Number	
Plaintiff	
Defendant	

Please provide detailed reason/purpose CD/DVD copy is necessary: (attach additional page if needed)

I am requesting: (check appropriate boxes)

<input type="checkbox"/>	CD/DVD COPY	<input type="checkbox"/>	TYPED TRANSCRIPT
	\$20.00 paid to the Court		Court Recorder will provide list of transcribers. A deposit with the company is required to begin the production of the transcript.
Name:		Signature:	
Mailing Address:		Date:	
City/State/Zip:		Phone:	

_____ Approved

_____ Denied

Paul Stutesman, Chief Judge

*If you have any questions, please feel free to contact Anita Buscher, Court Recorder,
New Courts Building. PO Box 67, Centreville, Michigan 49032; telephone 269-467-5542.*

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Deputy Clerk: You must accept payment at the time the request for Video Tape or CD /DVD is made. Personal checks are accepted. All returned checks are subject to a \$25.00 non-sufficient funds fee. The customer is to receive a receipt for payment, and a copy of this form for their records. The Court Recorder is to receive the original of this form.