

**REQUEST FOR COPY OF COURT PROCEEDINGS
CONDUCTED BEFORE THE HON. JEFFREY C. MIDDLETON**

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 **by an authorized person*** upon approval by the Presiding Judge for a fee of **\$20.00**. **The CD 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.

CD Use Restrictions; violations subject to contempt penalty: No part of the CD 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 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 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 and its contents may not be used for any advertising, marketing, or promotional purposes. The CD 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 may take seven to thirty court business days to fulfill this request. Special arrangements will need to be made with the Court Recorder when requesting this format. (In some instances it may not be necessary to order a complete transcript, but just an excerpt. Please check with the Court Recorder regarding this.)

*** An authorized person is an attorney, litigant, or crime victim in the court case. Others may be granted access by the presiding judge.**

Hearing Type	
Date/Time	
File Number	
Plaintiff	
Defendant	

Non Party or Media Requests must complete the following:

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

I am requesting: (check appropriate boxes)

"X"	CD COPY	"X"	TYPED TRANSCRIPT
	\$20.00 paid to the Court		Court Recorder will provide an estimate of the cost. A deposit is required to begin the production of the transcript.
Name:		Signature:	
Mailing Address:		Date:	
City/State/Zip:		Phone:	

If you have any questions, please feel free to contact Susan Eickhoff, Court Recorder, New Courts Building. PO Box 67, Centreville, Michigan 49032; telephone 269-467-5513.

Deputy Clerk: You must accept payment at the time the completed CD is picked up. 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 and a copy of the receipt.