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Acting Administrative Director of the Courts

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**Supplement to
Directive # 07-10**

TO: Assignment Judges

FROM: Glenn A. Grant, J.A.D.

SUBJ: Digital Audio Recording System (CourtSmart) – Access to Backup Recordings – Request Form

DATE: January 3, 2011

Directive #07-10, issued August 3, 2010, promulgated a protocol, as approved by the Supreme Court, regarding the limitations on access to the secondary or backup recordings made as part of the new digital audio recording system (CourtSmart) for court proceedings that the Judiciary is in the process of implementing statewide. That protocol provided in part that any requests for access to backup recordings must be made to the Assignment Judge “in writing on a form approved by the Administrative Director.” This Supplement to Directive #07-10 promulgates the approved form, captioned “Request to Obtain Audio from Backup Recording Server” (attached).

As indicated previously, questions regarding the protocol or about the CourtSmart system in general, may be directed to Appellate Division Clerk Joseph Orlando at 609-292-6995 or Appellate Division Deputy Clerk Jeffrey Newman at 609-292-2644.

G.A.G.

Attachment (Request Form)

cc: Chief Justice Stuart Rabner
Hon. Dorothea O’C. Wefing, Acting Presiding Judge
Hon. Patrick DeAlmeida, Presiding Judge
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Trial Court Administrators
Jeffrey A. Newman, Deputy Clerk
Gurpreet M. Singh, Special Assistant



New Jersey Judiciary
 Superior Court – Vicinage _____

Request to Obtain Audio from Backup Recording Server

Directions: Click on the appropriate boxes to mark them. Click on the appropriate fields to enter text.

Division	County	Docket Number	Indictment/Accusation Number	Appellate Number A
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Case Name

v.

Before Judge or Hearing Officer

Proceeding Type

Date(s)

1.

2.

3.

I, _____, employed by the State of New Jersey as a _____ in _____ County, on this date of _____, do hereby certify to the following:

- On the date of _____, I was requested by _____ to retrieve a recording for playback or for transcription.
- The request could not be completed because the court record was:
 missing other _____
- The record was prepared by _____.

I, _____, A.J.S.C. hereby
 approve deny the above request.

Signature

Date

cc: Trial Court Administrator
 Deputy Clerk of the Appellate Division
 Trial Court Operations Manager
 Trial Court Division Manager
 Information Technology Manager