



**Superior Court of New Jersey
Somerset County
DUPLICATE AUDIO/VIDEO RECORDING REQUEST**

INSTRUCTIONS

Please type or clearly print all information

1. Complete all information. Incomplete or inaccurate case information may result in the delay or return of your order. For assistance with case information, hearing dates, etc., please contact the appropriate case processing division (Civil, Criminal, Family). The main courthouse telephone number is 908-231-7191.
2. Attach a \$10.00 deposit. Make checks payable to: **Treasurer, State of New Jersey**
3. Mail or deliver the completed form and deposit to the Central Fee Office (CFO) in the Somerset County Courthouse:

**Somerset County Courthouse
Central Fee Office (CFO)
20 North Bridge Street, 1st Floor
P.O. Box 8639
Somerville, NJ 08876**

4. Retain a copy of this form and the receipt issued by the CFO. You may be asked to provide a copy of your receipt when you pick up your order.
5. Recording Format: Duplicates will normally be produced on the same media as the original recording (cassette tape, CD, VHS)
6. Cost: Duplicates are \$10.00 per tape or CD. Matters lasting more than two hours may require more than one tape or CD.
7. Delivery: Allow up to three weeks for delivery. You will be notified when your order is ready for pickup in the Transcript section on the second floor of the courthouse. For delivery by mail, include a stamped, self-addressed envelope large enough and with sufficient postage to accommodate the recordings.

NOTE: Duplicate tapes are for reference or case preparation; they may not be used in a court proceeding. Requests for duplicate recordings of certain cases, such as those involving children, may be denied, or restrictions placed on their use, by the judge.

REQUESTOR

Name:	Phone Number:	E Mail Address:
Mailing Address:	City, State and Zip Code:	Date:

Requestor's connection to the case:

- Plaintiff or Defendant Plaintiff's Attorney Defendant's Attorney Other (Specify) _____

CASE INFORMATION

Date of Proceeding	Docket, Indictment Or Case Number	Caption (Plaintiff v. Defendant)	Type of Proceeding (trial, sentencing, etc.)	Name of Judge Or Hearing Officer	No. Copies

DELIVERY METHOD

- I will pick up my order in the Transcript section. Please mail my order to me. I have enclosed a stamped, self-addressed envelope.

FOR OFFICE USE ONLY

<p align="center">Customer Notification</p> <p>Date: _____ Time: _____</p> <p><input type="checkbox"/> Informed customer at drop-off</p> <p><input type="checkbox"/> Spoke with customer by phone</p> <p><input type="checkbox"/> Left message with _____</p>	<p align="center">Cost Calculations</p> <p>Number of recordings ordered _____ x \$10.00 = \$ _____</p>
---	---

I acknowledge receipt of the recordings ordered.

Date:	Signature:
--------------	-------------------