

**IN THE COURT OF COMMON PLEAS
COUNTY OF SUMMIT**

REQUESTOR INFORMATION:

Name of Person Requesting CD: _____

Phone Number: _____

Email Address: _____

Date CD is needed: _____(please allow at least two business days for production of an audio CD. Some requests may take more time).

HEARING INFORMATION:

Case No: _____

Party Name(s): _____

Hearing Date(s): _____

Scheduled hearing time: _____

Judge or Magistrate Conducting Hearing: _____

Please provide this completed form for each CD requested. You may either deliver the form to Magistrate Kandi O'Connor's Office on the second floor of the Courthouse Annex, or you may email the request form to magistrateoffice@cpccourt.summitoh.net. You will be contacted when your CD is ready for pickup. Completed CDs will be available at Magistrate's Kandi O'Connor's Office.

Common Pleas Magistrate Court Audio CD request information:

- There is no charge for production of an audio CD.
- Only recordings of hearings which were called "on the record" by the Court will be provided.
- **Audio recordings may be used only for unofficial purposes and will not be admitted as a record of any Court proceeding. If an official record of any hearing is needed, a transcript must be requested from the Chief Court Reporter. The transcript (not the audio recording) is the official record.**

Court Staff Use:

Received: _____ CD Completed: _____ Notified: _____ Picked Up: _____