



Audio CD or Audio file - Request Form

Pre-payment is required. The cost per CD or email is \$25.00/hearing day for each case number. The entire proceeding may not fit on one CD. A fee of \$5.00 / device or file transfer and an extra mailing fee of \$2.00 plus postage is applied for mailed devices. Do not pre-pay until you confirm the total fee. You can pay here after confirming the total

fee: www.chelanclerk.com . Please email request forms plus a copy of your payment receipt to SuperiorCourt.Clerk@CO.CHELAN.WA.US. Current audio files are available the following week.

For transcription requests, the audio must be sent from the Clerk to court approved transcribers for Chelan County Superior Court. See <http://www.co.chelan.wa.us/superior-court/> under "How Do I".

Requestor Name: _____

How do you want to receive the audio? By CD _____ or by Email _____

Requestor Phone # or Email: _____

Date Requested: _____

Mailing Address (if applicable): _____

Cause #	Name of Case	Date

FOR CLERK'S OFFICE USE:

Total Amount Paid: _____

Payment & Request Taken By: _____

1 FTP or # of CDs: ____ X \$5.00 = _____ code 1535

CD Burned / Emailed By: _____

of Hearing days: ____ X \$25 = _____ code 1530

Date CD Burned: _____

Mailing/Handling Fee?: ____ X \$2 = _____ code 1592 + \$1.00 or Actual Postage Fee?: _____