# CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

**DEPARTMENT OF CRIMINAL RECORDS**

1315 LOCUST
KANSAS CITY, MISSOURI 64106
(816) 881-4350

308 W KANSAS, SUITE 127
INDEPENDENCE, MISSOURI 64050
(816) 881-4500

**MARY A. MARQUEZ**
**Court Administrator**

**VERNA PROCTOR**
**Director of Criminal Records**

## REQUEST FOR AUDIO TRANSCRIPTS

## (Audio Recording of Associate level Trials only)

Requestor Name: _____

Address: _____

_____

Telephone No:. _____

Case Number: _____

Date and Time of Trial:_____

Division/Judge: _____

Reason for transcript: _____

**Fees:**
Fees for audio transcripts are $25.00 per recording. Additional fees may be incurred. Requestor will be notified of estimated fees; payment must be received before requests are processed.

**Notes:**
Please allow 10-14 business days after receipt of payment for processing.

Audio transcripts from the Jackson County Circuit Court (16th Judicial Circuit) are recorded onto CD-R media. PC requirements: a CD-Rom drive and access to the Internet, with pop-up block turned OFF. You will need to be able to download and install FTR's *TheRecordPlayer* onto your PC to listen to the audio transcript.

Audio transcripts must be picked up by requestor from Criminal Records.

**A copy of this Request needs to be returned with your payment to one the offices indicated above.**