



REQUEST FOR AUDIO RECORD

COST: \$25 for each proceeding date requested below

CD's cost \$5.00 each (Shipping is an additional charge)

Recordings may be emailed or delivered on CD.

Please allow 5 working days for project completion

Step 1: For FTR: Download FTR Player Homepage: www.fortherecord.com. Review compatibility requirements prior to purchasing as refunds will not be provided

For AVCapture: Will be an MP4 format

Step 2: Please complete **one** (a, b or c):

a) Email to me at: _____

b) Call when cd ready for pick-up: _____

c) Mail cd to me at this address: _____

Shipping and cost of padded envelope, delivered to your mailing address:

1 to 2 CD's = \$4.00

3-4 CD's - \$7.00

5-6 CD's = \$10.00

Step 3: Please complete these details:

Cause No. and Case Name: _____

Date(s) & Time of Proceeding(s) _____

Your Name and Contact Number: _____

Step 4: Complete payment. Payment must be received prior to request being fulfilled.

If paying electronically: www.kittitasclerk.com

Requests may be sent to the Clerk's Office via mail or in-person at: 205 W 5th Ave, Suite 210
Ellensburg, WA 98926; or via email at: clerk@co.kittitas.wa.us

If any questions, feel free to call the Clerk's Office at (509) 962-7531.

Thank You!

205 West Fifth Avenue ♦ Courthouse Suite #210
Ellensburg, Washington 98926
Phone (509) 962-7531 ♦ email: clerk@co.kittitas.wa.us

OFFICE USE: Date Received: _____ Date Completed: _____
G:OfficeAdministration/Forms/Audio Request

By: _____
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