

**AJO JUSTICE COURT**  
111 La Mina Avenue, Ajo, AZ 85321 \*\* Telephone: (520) 387-7684

**Ordering Recordings of Proceedings**

CDs are available in Windows Media Audio (WMA) or FTR format. The cost for any requested format is **\$20.00**. **Payment is required at the time of request. Make check payable to Ajo Justice Court or call (520) 387-7684 to pay over the phone.** Should more than one CD be required, we will contact you for additional payment prior to completion of the recording.

A single Windows Media Format CD can hold up to 20 hours of compressed audio. This makes for a cost effective way for private parties and law firms to access the audio recording from your personal computer.

The FTR Format CD offers compressed, 4 channels, audio and is ideal to provide to a transcription company if a written record of proceedings is needed. A \$50.00 deposit is required for this service.

You will need to download the latest FREE player from FTR Limited to listen to the 4-channel audio on your PC. Simply go to [www.fortherecord.com](http://www.fortherecord.com) and click on the icon to download the free player. The player will allow you to review the audio from the proceeding. (User Guides, Quick Reference Cards & Computer based training are also available in the support section of the FTR website). This download is similar to downloading Adobe Acrobat Reader.

AVTranz is a local company capable of providing certified transcriptions of FTR recordings. More information concerning this service can be found on the web at [www.AVTRANZ.com](http://www.AVTRANZ.com) or by calling 520-403-8024.

**Please complete the information below to initiate your request.**

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**Digital Recording Request**

WMA Format Audio (Plays on a computer)

FTR Format (Must Download FTR Player)

Requestor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Case Information**

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_ Date of hearing: \_\_\_\_\_ Time of Hearing: \_\_\_\_\_

Judge's Name: \_\_\_\_\_

Submit request to: **Ajo Justice Court**  
**111 La Mina Ave**  
**Ajo, AZ 85321**      OR      Fax: (520) 387-6028

Clerk: _____ Print Name	Payment Made: <input type="checkbox"/> Yes <input type="checkbox"/> No
Received by: _____ Requestor's Signature	Date Received: _____