

Friend of the Court Policy Regarding Request for Audio/Visual Hearing Records.

1. You may view an audio/visual record by scheduling an in-person viewing with the Friend of the Court. Upon request, a representative from the Friend of the Court Systems Support unit will reach out to you to schedule a date and time for viewing a specific record.
2. Typed transcript requests must be made by contacting the transcription agency directly. No payment is required at the Friend of the Court. The costs, delivery and payment arrangements are handled through the agency. If you select box one below, the Friend of the Court will not take action on your behalf but will ensure a copy of the request is on file with the Friend of the Court.

Approved by,

Suzanne Hollyer
Friend of the Court

I request the following: (check applicable boxes)

1. **TRANSCRIPT**
You must contact the transcription agency directly to request a typed transcript. The cost of transcription must be paid by the requesting party, to the transcription agency, unless otherwise ordered by the court. This request will be kept on file with the Friend of the Court.
2. **REQUEST TO VIEW AN AUDIO/VISUAL RECORD**
Only recorded proceedings conducted by a Friend of the Court Referee are available to view. Meetings with Friend of the Court are not recorded. A representative of the Oakland County Friend of the Court will reach out to you to schedule an in-person viewing session.

Preferred date(s) and times(s) to view record: _____

Requestor Name

Case Name

Requestor Street Address

Case Number

City, State, Zip Code

Date of Hearing

Requestor Phone Number

Name of Referee

FOR FRIEND OF THE COURT USE ONLY

DATE REQUEST RECEIVED IN OFFICE: _____

TRANSCRIBING COMPANY: _____

DATE RECORDING PROVIDED TO TRANSCRIBING COMPANY: _____

Transcribing Companies for Friend of the Court hearings held in Video Courtrooms

Typewritten transcript requests are ordered through the agency directly. Costs, delivery and payment arrangements are handled through the agency.

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248-778-6324

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