

COURT ADMINISTRATION, THIRD JUDICIAL CIRCUIT  
4424 NW American Lane, Suite 102  
Lake City, Florida 32055  
Office: (386) 754-8950 Fax: (386) 719-1483  
[digitalcourtreporting@jud3.flcourts.org](mailto:digitalcourtreporting@jud3.flcourts.org)

**TRANSCRIPT AND/OR MULTIMEDIA REQUEST FORM**

TODAY'S DATE: \_\_\_\_\_ COUNTY OF CASE: \_\_\_\_\_  
CASE NAME: (Plaintiff / Defendant) \_\_\_\_\_  
CASE NUMBER: \_\_\_\_\_ DATE OF PROCEEDING: \_\_\_\_\_  
PRESIDING JUDGE: \_\_\_\_\_ TYPE OF PROCEEDING: \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
ADDRESS & PHONE NUMBER: \_\_\_\_\_

**REQUEST (please check what applies):**

- ☐ Audio/Video Disc \$25 (pick up or mail \$1.50 postage)-  
☐ Audio/Video SharePoint Link \$25 by email (active for 3 days)  
☐ Written Transcript (call for estimate) - (\$4 per page up to 30-day turnaround time)  
☐ BOTH Transcript AND disc or link

**\*\* Payments made by Money Order or Cashier's Check Payable to- STATE OF FLORIDA.**  
**\*\* Payments made by debit/credit cards via website link- subject to \$2.50 processing fee.**

**\* Deposit required for transcripts; full payment required for audio/video before release. \***

**Prohibition Against Dissemination**

The audio/video recording of the above-referenced court proceeding may contain information that is confidential or exempt from public disclosure by court order or under Florida or Federal law. Dissemination of this recording or information to any other person is strictly prohibited, except as permitted by law, rule or court order.

Prior to release of the recording to a member of the general public, the Digital Court Reporting Office is required to review the recording for confidential or exempt information and redact such information from the recording.

**Pursuant to Florida Supreme Court AOSC11-22, I acknowledge that I have read the Prohibition Against Dissemination and understand that further dissemination of the audio/video recording provided to me is strictly prohibited and may subject me to legal action including, but not limited to, contempt of court. By my signature below, I acknowledge, understand, accept and agree to comply with the Prohibition Against Dissemination.**

\_\_\_\_\_  
Name of Requester

\_\_\_\_\_  
Date