

INSTRUCTIONS FOR RECORDING REQUEST

Court files and recordings from this CFR Court are not typically made available to the public. Access to some files is limited either by court order or by statute. Tribal, State and Federal laws require us to protect certain documents and information in court file(s).

If you are a party to the case, you may have access to recordings of hearings held in your case. Please bring in or include a copy of your valid government or tribal-issued photo ID with your request.

If you are not a party to the case, authorization must be granted before the recordings can be released to you. Permission to access the documents will be granted or denied by the court and the Ute Mountain Agency.

If your recording request is authorized or you are a party to the case, the recordings may not be immediately available to you. Some court records and recordings are stored at a remote location. Typically your request will take 15 business days to process. In the event, your recording request requires additional time to process or your request is denied, you will receive notice within 15 business days.

Fees for Recording Requests must be paid using a money order payable to CFR Court. The cost shall be \$7.00 per hearing.

Recording Requests Shall Include:

1. Completed Request Form or Letter with Necessary Information to Complete Request
2. Money Order payable to CFR Court.
3. Copy of Valid Photo ID

*Records request can be submitted by mail. Please also include:

- A. Envelope for CD, self-addressed, stamped with appropriate return postage
- B. Mail to: CFR Court
PO Box KK
Towaoc, CO 81334

RECORDING REQUEST FORM

Party Information (Name(s) on case)
Name (required)

Record Information
Case Type (required)

Alias (AKA, FKA OR NKA)

Date of Birth

Case Number

Your Information
Name

I am a party to the case

Email

Additional information that may aid your search
(ie arrest date, lawsuit, amount etc)

Phone Number

I am not a party to the case and I am requesting a recording of hearings for the following reasons:

OR

I have a release of information signed by _____ who is a party to the case. (The release of information must be attached to this form).

I request a recording of the following hearing(s): (You must file a separate request for each case)

| | Date of Hearing | Time of Hearing | Type of Hearing |
|----|-----------------|-----------------|-----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Method of Delivery: (RECORD REQUESTS WILL NOT BE RELEASED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED)

I will pick up the records request at the CFR Court.

I have included a self-addressed postage paid envelope, please return to me via US Mail. I have included payment with my request or I will forward payment upon further instruction from the clerk of court.

Name: _____

Address: _____

Phone _____

Signature of Requestor

Subscribed and affirmed, or sworn to before me by _____ in the County of _____, State of _____, this _____ day of _____, 20_____.

My Commission Expires: _____

Notary Public/Clerk

FOR USE BY CFR COURT AND UTE MOUNTAIN AGENCY ONLY

Approved Denied

Signature: _____

Title: _____

Date: _____

SEARCH COMPLETED THIS _____ DAY OF _____, 20_____.

(SEAL)

Deputy Clerk

NO RECORD FOUND ENCLOSED

EXPLANATION FOR DELAY OR UNVAILIBLTY OF RECORD _____
