

REQUEST FOR TRANSCRIPT AND/OR COPY OF ELECTRONIC RECORDING

INSTRUCTIONS/INFORMATION

REQUEST FOR TRANSCRIPTS (original + 3 copies)

Please complete the request form and remember to include your mailing address and phone number.

Once processed, the request will be forwarded to a court reporter for transcription. The reporter will contact you directly either by phone or mail as to the cost and the payment process.

REQUEST FOR ELECTRONIC RECORDING -CD/DVD (original + 3 copies)

A computer is required to playback the data CDs. Also, a free software called the Record Player needs to be downloaded for those cases heard after 3/29/09 at the Hilo/Puna District Courts and Family Courts. Those prior to that date may be played back using Windows Media software program which is on the majority of computers; however, the software is not compatible with Mac or IMAC computers.

CD/DVD recordings for Kona District, Family and Circuit Courts and South Kohala, Hamakua, Kau District Courts may be played back using Windows Media only. The CD/DVD recordings are not compatible with Mac or IMAC computers.

Please note: hearings and trials not recorded on CD/DVD would then be on either audiotapes or recorded by court reporters. If that is the case, then only written transcriptions can be requested. (For written transcriptions, please refer to instructions above for Requests for Transcripts)

Please complete the request form and remember to include your mailing address and phone number.

Cost of CD/DVD for:

Hearings - \$25 per hearing date
Trials - \$50 per trial date

You will be contacted via phone once the copy(ies) are done and advised when it is ready for pick up. Payment must be made at the time of pick up and you will be advised as to the payment process.