

Salt Lake Justice Court
333 South 200 East, Salt Lake City, Utah 84111
Phone: (801) 535-6300 / Fax: (801) 535-6302
www.slc.gov/courts/

Audio Records Request Form

NOTE: Hearings older than 3 years from the date of the recording may not be available due to Utah State retention schedule.

Requested by: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email address: _____

Defendant Name: _____

Case # _____ Judge _____ Courtroom# _____

Case type: Small Claims Traffic Criminal

Date of Hearing: _____ Time of Hearing: _____ Type of Hearing: _____

Plaintiff name if a Small Claims case: _____

You may return this form via email or return it to the above court address.

Email:

smallclaims@slcgov.com

traffic@slcgov.com

criminalsection@slcgov.com

Requests will be provided as a data CD or Electronic Audio. Please select your options below:

- I would like this electronic audio recording emailed to me at the email address listed above - \$15.00
- I would like to pick up the CD recording in person - \$15.00. You will be contacted when the record is ready to be picked up. Copies will be held for 60 days before being destroyed.
- I would like this CD recording mailed to me - \$15.00 + \$1.50 (Mailing cost) = \$11.50

Payment must be made in advance. Copy requests may take up to 10 business days to complete.

Below information to be filled out by court personnel:

Recorded Start Time(s): _____ End time(s): _____

Request Completed by: _____ Date Request Fulfilled: _____