



**THE SUPREME COURT OF
NEWFOUNDLAND AND LABRADOR
GENERAL DIVISION/FAMILY DIVISION**

**REQUEST FOR ACCESS TO COPY OF SOUND RECORDING OF
FAMILY, CIVIL OR CRIMINAL PROCEEDING**

REQUESTOR INFORMATION

Name: _____ Date of Request: _____

Firm/Agency: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Are you a party to the proceeding or the lawyer for a party: Yes No

SOUND RECORDING INFORMATION

Court File Number: _____

Case Name: _____

Court Proceeding Date(s): _____

You may need a Court order to access the recordings of Court proceedings. Please consult [Guide to Accessing Court Proceedings and Records for the Public and the Media](#) for more information.

I have attached a Court order to this request: Yes No

Any existing publication bans that affect the sound recording continue to apply. CDs are \$20.00 each. An initial payment of \$20.00 is required upon request and any remaining monies owed are required upon receipt. Fees are payable to "Supreme Court of Newfoundland and Labrador." CDs/tapes not picked up after 30 days will be destroyed, and any fees owing must be paid before another request can be made.

How would you like to acquire your CD? Pick-up Court Location: _____ Mail-out

Audio collected by: _____ Date: _____

Please return the completed form to the Information Management Division for processing, as follows:

Mail: 309 Duckworth Street
P.O. Box 937
St. John's, NL
A1C 5M3

E-Mail: IMDivision@supreme.court.nl.ca

For related inquiries: (709) 729-1134, press 4

THIS SECTION FOR INTERNAL COURT USE

CD processed by: _____ on this _____ day of _____, 20__

Appearance Date(s): _____

ID Provided (if applicable) \$20.00 Deposit paid ~ # CDs _____ at \$20.00/CD = _____ paid