

**ADMINISTRATIVE ORDER 2018-04 Re Requests for Official Court Records**

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Pursuant to Chief Judge Directive 05-03 V.E, each District shall create a policy outlining the procedures for requesting transcripts, tapes or digital recordings; and

Whereas, as technology advances, microphones are getting more sensitive and able to capture recordings that are not part of the official court record and should not be disseminated by the Court. Additionally, the Court does not have necessary technology to redact victim information from audio recordings; which is a requirement of CJD 05-01.

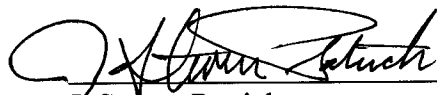
Order

Transcripts are the official records of the Court in the 7<sup>th</sup> Judicial District and any digital audio recordings are unofficial records deemed as tools used to complete the official record.

Copies of digital audio recordings shall only be provided for County Court Small Claims Cases for appeal purposes. Copies of digital audio recordings for all other matters will not be provided to anyone other than the persons authorized by the Court to prepare official transcripts.

To request official transcripts of court proceedings, complete the transcript request form located at [www.courts.state.co.us](http://www.courts.state.co.us) or at any of the clerk's offices with the 7<sup>th</sup> Judicial District.

Done this 12<sup>th</sup> day of June, 2018.

  
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J. Steven Patrick  
Chief Judge

XC: 7<sup>th</sup> JD Judges  
7<sup>th</sup> JD Clerks of Court