

# GEAUGA COUNTY COURT OF COMMON PLEAS

## Digital Recording Order Form

1. Complete the information below.
2. Give form to the Clerk of Court with \$10.00
3. **Return "paid" form to Magistrate's secretary.**

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

Hearing Date(s): \_\_\_\_\_

Hearing with MAGISTRATE \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
(Plaintiff, Defendant, Counsel for Plaintiff, etc.)

Address: \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip code

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_  
(If recording size is small enough, it maybe emailed.)

Within seven (7) court days, an electronic copy of the **audio recording only** shall be mailed to the address provided by the person requesting the electronic copy.

**An audio recording will not serve as a substitute for a written transcript of proceedings as required by Geauga County Local Rule 28.**

**To order an official transcript, please contact Court Reporter Beverly Modic at 440-279-2194 for cases assigned to Judge Carolyn J. Paschke and Court Reporter Anita Comela at 440-279-2017 for cases assigned to Judge David M. Ondrey.**

-----*internal use only*-----  
**Person is party or attorney of record \$10 deposit received**

**Clerk Initials** \_\_\_\_\_