

Effective Date: April 14, 2008

The purpose of this order is to describe the procedures for obtaining copies of electronic recordings of court proceedings in the Washtenaw County Trial Court consisting of the 22<sup>nd</sup> Circuit Court (including the Juvenile Center) and the Washtenaw County Probate Court.

Access to the videotape or digital records of court proceedings shall be available to the public in compliance with SCAO Case File Management Standard, Area 1, Component 24, which states "All recordings created by court reporters and recorders, regardless of the media, are considered court records (se MCR 8.108). There are no court rules or statutes that generally restrict public access to these recordings; therefore, courts should establish policies that address how access to recordings and other reporter/recorder records will be provided."

Upon finding of good cause on the record, a judge may, by written Order, place restrictions upon the access to, or use of, the electronic record of a certain proceeding.

Parties/attorneys and others seeking to purchase a copy of an electronic record of a Circuit or Probate Court proceeding must complete the authorized request form and submit it to the Circuit Court Clerk's Office. A fee based on the Court's reproduction costs will be charged for the reproduction of each record, payable to the Washtenaw County Trial Court. Based on the court's reproduction costs, videotape reproductions shall cost \$30. Compact Disc reproductions shall cost \$15. This Court does not have the technology to reproduce analog audio tapes. Payment is to be made at the Court Clerk's Office and must be in cash, money order or check at the time the request is submitted.

Parties/attorneys and others seeking to purchase a copy of an electronic record at the Juvenile Center must complete the authorized request form and submit it to the Juvenile Center Clerk's office. A fee based on the Court's reproduction costs will be charged for the reproduction of each record, payable to the Washtenaw County Trial Court. Reproduction costs are the same as in Circuit and Probate Court as indicated above. Payment is to be made at the Juvenile Center Clerk's Office and must be in cash, money order or check at the time the request is submitted.

There will be a minimum 24-hour turn around time for reproduction after payment is received.

The court does not have the capability to provide for the review of electronic files at the courthouse. Requests to obtain a copy of an electronic record without purchase will be considered upon written request to the judge assigned to the case being requested to determine indigency.

1. Requests for transcripts from video should be made to Court Administration at (734) 222- 3270. Staff in Court Administration will direct parties and attorneys to

the appropriate Reporter or Recorder who will prepare the transcript.

Only transcripts prepared through this process shall be considered official transcripts by the Washtenaw County Trial Court.

2. Film or electronic media coverage in courtrooms shall be governed by Policy #5.2.03 revised May 5<sup>th</sup>, 2005 as found in the Washtenaw County Trial Court Media Guide (attached).

Date: 5-7-08

\_\_\_\_\_  
David S. Swartz  
Chief Judge