

State of Vermont Court Administrator's Office Trial Court Operations Division	PROCEDURAL GUIDANCE Re: Audio Recording CD's	Page 1 of 1
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**PURPOSE:**

To clarify the policy concerning copying the audio recording of a court proceeding for use by parties to the proceeding.

**COMMENT:**

Occasionally, a party to a proceeding wants to listen to the audio recording of part or all of a day's hearing to prepare for the next day or closely scheduled next hearing. It has already been determined that they should not be allowed to listen to the recording in the courtroom, unless there are extenuating emergency circumstances, as determined by the Superior Court Clerk. The other method of listening to the audio recording is to copy the recording onto a CD. There are various practices in the courts in that regard:

- a. The party brings in a CD and the court burns a copy. No charge.
- b. The party asks for a copy on a court provided CD and the court burns a copy. No charge. (there may be a version of this and there is a charge?)
- c. The party asks for a CD, but is refused and told to make arrangements through the transcript vendor.

What is the correct answer? C

**POLICY:**

While uploading the file to the vendor so the vendor can provide it to the parties at a fee, is an inefficient way to provide the file which can so easily be done at the courthouse, the past contract with CRA and the current interim contracts with AVTranz and eScribers require it.

Therefore, until we can develop a protocol and a fee for this to be done at the courthouse, requests for recording copies on CD are to be referred to the transcription vendors, unless there are extenuating emergency circumstances, as determined by the Superior Court Clerk. An example of an extenuating emergency circumstance is: hearing is the next day and the vendors can't provide the audio file for the parties.