

**Salt Lake Justice Court**  
**333 South 200 East, Salt Lake City, Utah 84111**  
**Phone: (801) 535-6300 / Fax: (801) 535-6302**  
[www.slc.gov/courts/](http://www.slc.gov/courts/)

**Audio Records Request Form**

NOTE: Hearings older than 3 years from the date of the recording may not be available due to Utah State retention schedule.

Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

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

Case # \_\_\_\_\_ Judge \_\_\_\_\_ Courtroom# \_\_\_\_\_

Case type:     Small Claims         Traffic         Criminal

Date of Hearing: \_\_\_\_\_ Time of Hearing: \_\_\_\_\_ Type of Hearing: \_\_\_\_\_

Plaintiff name if a Small Claims case: \_\_\_\_\_

You may return this form via email or return it to the above court address.

**Email:**

[jcsaltlake@utcourts.gov](mailto:jcsaltlake@utcourts.gov)

[jcslsmallclaims@utcourts.gov](mailto:jcslsmallclaims@utcourts.gov)

**Requests will be provided as a data CD or Electronic Audio. Please select your options below:**

- I would like this electronic audio recording emailed to me at the email address listed above - \$15.00
- I would like to pick up the CD recording in person - \$15.00. You will be contacted when the record is ready to be picked up. Copies will be held for 60 days before being destroyed.
- I would like this CD recording mailed to me - \$15.00 + \$1.50 (Mailing cost) = \$11.50

***Payment must be made in advance. Copy requests may take up to 10 business days to complete.***

*Below information to be filled out by court personnel:*

Recorded Start Time(s): \_\_\_\_\_ End time(s): \_\_\_\_\_

Request Completed by: \_\_\_\_\_ Date Request Fulfilled: \_\_\_\_\_