

TRIAL COURT ADMINISTRATION

Policy 503

Effective January 1, 2007

PROCEDURES FOR ACCESSING TAPES OR CDS

SECTION 1. Authority and Purpose

Under Administrative Rule 40, the Administrative Council is assigned the responsibility of developing procedures to ensure appropriate access to audiotapes or compact discs of court proceedings.

SECTION 2. Request

Persons may request copies of audiotapes or compact discs of court proceedings by submitting the request in writing to the presiding judge or designee of the presiding judge.

SECTION 3. Fees

1. The state court administrator shall establish a reasonable fee for the service of copying and shipping audiotapes or compact discs of court proceedings.
2. The fees must be paid in advance by cash, money order, cashier's check, or credit card.
3. Checks, money orders, or cashier's checks should be made payable to the State of North Dakota. Funds must be forwarded according to normal accounting procedures.

SECTION 4. District Procedures

Each district shall establish procedures to ensure timely copying of tapes or compact discs upon request of parties and the public.

Approved by Council of Presiding Judges 08/07/97; Amended by Administrative Council 3/14/05;
Amended 12/15/06 effective 01/01/07

ADDENDUM - POLICY 503

Under Administrative Policy 503, the state court administrator is assigned the responsibility of establishing a fee for copies of audiotapes or compact discs of proceedings which have been electronically recorded.

A fee of \$25 for the first tape or compact disc and \$5 for each subsequent tape or compact disc will be charged for each case copied. The fee shall cover all costs, including employee's time, supplies, and mailing by first class mail. The fee shall not apply to copies of tapes being forwarded to a transcript service.

State Court Administrator