

TO: ATTORNEYS AND MEMBERS OF THE PUBLIC

This courtroom is equipped with voice-activated video cameras and microphones used for making the record. A digital recording of all court proceedings is produced in this manner. No court reporter is present.

**DUPLICATIONS OF VIDEO COURT PROCEEDINGS
ON VIDEOTAPE OR VIDEO CD ARE NO LONGER AVAILABLE
PER LOCAL ADMINISTRATIVE ORDER 2011-01J.**

TO OBTAIN A TYPED TRANSCRIPT OF ANY MATTER:

You must contact the transcription agency directly to request a typed transcript. No other typed transcript is acceptable.

The list of agencies that type transcripts for circuit and probate video courtrooms is available at www.oakgov.com/circuit/form_application or www.oakgov.com/probate/form_application (go to *TRANSCRIBING COMPANIES FOR VIDEO COURTROOMS* link), from the judges' clerk or from the Court Administrator's office. The agency will be able to answer questions regarding the turn around time for the transcript and questions regarding payment and delivery. *Please Note For Appeal Transcripts: A typed transcript must be submitted to the Court of Appeals.*

For ALL Juvenile related proceedings (child protective, delinquency, adoption or juvenile ppo cases) please contact Shelley Nelson in Word Processing at (248) 858-1093 for transcripts.

TO VIEW A RECORDED COURT PROCEEDINGS:

Requests to view court proceedings will be scheduled within 48 to 72 business hours. To schedule an appointment to view a court proceeding, fill out the request to view form and fax it to the Court Administrator's Office at the number on the form. The form is available online at www.oakgov.com/circuit/form_application or www.oakgov.com/probate/form_application (go to the *VIDEO VIEWING REQUEST FORM* link), or from the Court Administrator's office.

When requesting to view ALL Juvenile related proceedings (child protective, delinquency, adoption or juvenile ppo cases) or any case requiring approval from the judge, please note that there will be a delay in scheduling a date and time for viewing.