

**RECORD OF JUDICIAL PROCEEDING REQUISITION FORM
Second Judicial District Court**



\$25.00 per CD

**(as of February 9, 2021 per the updated Filing Fee Schedule for the
Second Judicial District Court)**

Cash, cashier's check, money order, and local business check are acceptable forms of payment.

Please make checks payable to the Second Judicial District Court.

Today's date: _____

Number of copies ordered: _____

Date of Proceeding(s): _____

Case Number(s): _____

Case Title(s): _____

Requesting Party Name: _____

Requesting Party Mailing Address: _____

Requesting Party Telephone Number: _____

NOTE: The party requesting a CD has the responsibility to confirm the hearing was recorded before making the request. Contact the Department or Division where the hearing took place to confirm this information.

Please allow 7-10 days to process this request once submitted.

FOR INTERNAL USE ONLY:

_____ Check Number
_____ Date Paid
_____ Clerk's initials