Berrien County Trial Court Copy Request and Agreement for Limited Use

1. Date of Request: _____

2. Requested by: _____

_____

Complete name, address and telephone number where you can be reached

3. Specify the complete case number and/or party name(s):

Case Number: _____

Party Name(s): _____

List date of hearing(s), type of hearing, location of hearing for all requests (if known): _____

_____

Name of Judicial Officer who presided over the requested hearing (if known): _____

4. Nature of Request: - List date of hearing(s), type of hearing, location of hearing below for all requests:
   - ☐ Review court file
   - ☐ Obtain copies from court file
   - ☐ Listen to recorded proceedings
   - ☐ Obtain a transcript

5. If copies are requested, list type of record(s) to be copied on the line below:
   - ☐ Complete or portion of court file (except for any nonpublic court records).
   - ☐ Digital copy of court hearing - $20 each **(Must be viewed with a computer.)**

COMPLETE THIS PORTION ONLY IF REQUESTING A DIGITAL COPY OF COURT HEARING

1. I agree that the use of this digital copy is solely to assist me in the preparation of my case.
2. I will not make a copy of this digital recording.
3. I will not release this digital copy or any portion of this digital copy to anyone.
4. I will not publicize or broadcast any portion of this digital copy in any public medium.
5. In signing this agreement, I acknowledge that any violation of this agreement may result in the issuance of an order to show cause why I should not be held in contempt of court.

NOTE: I understand that any video recording obtained pursuant to this request may not be reproduced, altered, published, or posted pursuant to the Berrien County Trial Court Administrative Order 2025-04, without prior approval of the Court; any violation of the Administrative Order may be treated as contempt of court.

_____ _____

Dated Signature of Party

FOR COURT USE ONLY

_____ copies x per record/page: $_____

_____copies of digital copy ($20 each) $_____

Total charged: $_____

Processed by: _____ _____

Administrative Assistant/Court Clerk Date

Make checks payable to the Berrien County Trial Court

INSTRUCTIONS AND GENERAL INFORMATION

All courtrooms, including Niles, are equipped with a digital court recording system. As a result, a digital record of all court proceedings is available for review, unless the record is nonpublic or recorded prior to digital equipment installation.

COPIES OF RECORDING: ***PARTIES OF THE CASE OR ATTORNEY OF RECORD ONLY*** may make a written request for a digital copy. Copies of the digital record **MAY NOT** be given to the media. Specific restrictions are contained in the Berrien County Trial Court Local Administrative Order. A copy of the order may be found on the Berrien County website at www.berriencounty.org. **(Digital copies must be viewed with a computer.)**

MAY I VIEW A DIGITAL COPY?

Yes. Fill out your request on the other side of this form and then contact the Judicial Administrative Assistant for the Judge who heard your case. After talking to the Administrative Assistant, obtaining the necessary information and completing this form, contact the Self-Help Legal Resource Center at (269) 983-7111 Ext. 8742 to make an appointment to view the video recording or listen to an audio recording. Please allow 48-72 hours to complete this request.

PAYMENT FOR DIGITAL COPY: **All copies are $20 each**. Payment must be made before your request is processed. In St. Joseph, payment may be made in the Trial Court Financial Office located on the 1st floor of the courthouse (269) 983-7111, Ext. 8820. In Niles, payment may be made at the Trial Court Check-in desk (269) 983-7111, Ext. 6260. Attach a copy of your receipt to this request form as proof of payment. Copies may take up to 5 business days. (NOTE: The Judicial Administrative Assistant must sign this form or the Financial Office will not accept payment for the digital copy and your request will not be processed.)

HOW DO I REQUEST A TRANSCRIPT?

Complete the necessary information on the reverse side. Contact the Judicial Administrative Assistant for the Judge who heard your case. The Judicial Administrative Assistant will find a transcriptionist for you; a transcriptionist will contact you in a few days to discuss payment, deadlines and delivery. An additional fee will be assessed for expedited transcripts. You will be paying the transcriptionist directly. Transcripts may take 30 to 90 days depending on the type of proceeding requested.

For information required to fill out the case information on this form or to obtain copies from a court file contact:

Civil cases: Civil File Room, third floor, (269) 983-7111, Ext. 8683

Felony criminal cases, first floor: County Clerk's Office 269-983-7111, Ext. 8368

Misdemeanor criminal and traffic cases, first floor: 269-983-7111, Ext. 8682

Family/Probate cases: contact the Judicial Administrative Assistant for the Judge assigned to your case

Niles cases: 269-983-7111, Ext, 6260 or 269-684-5274, Ext. 6260