Kittitas County
Office of the County Clerk

REQUEST FOR AUDIO RECORD

COST: $25 for each proceeding date requested below (plus shipping, if applicable).
Recordings may be emailed or delivered on CD.

Please allow 5 working days for project completion

Step 1: Download FTR Player Homepage: www.fortherecord.com.
Review compatibility requirements prior to purchasing as refunds will not be provided

Step 2: Please complete **one** (a, b or c):

a) Email to me at: _____

b) Call when cd ready for pick-up:_____

c) Mail cd to me at this address:_____

Shipping and cost of padded envelope, delivered to your mailing address:
1 to 2 CD's = $3.00 3-4 CD's - $6.00 5-6 CD's = $9.00

Step 3: Please complete these details:

Cause No. and Case Name: _____

Date(s) &Time of Proceeding(s) _____

_____

Your Name and Contact Number: _____

Step 4: Complete payment. Payment must be received prior to request being fulfilled.
If paying electronically: www.kittitasclerk.com

Requests may be sent to the Clerk's Office via mail or in-person at: 205 W 5th Ave, Suite 210 Ellensburg, WA 98926; or via email at: kittitascountyclerk@co.kittitas.wa.us

If any questions, feel free to call the Clerk's Office at (509) 962-7531. Thank You!

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205 West Fifth Avenue ♦ Courthouse Suite #210
Ellensburg, Washington 98926
Phone (509) 962-7531 ♦ email: kittitascountyclerk@co.kittitas.wa.us

OFFICE USE: Date Received:_____ Date Completed:_____ By: _____