

<b>District Court, Kit Carson County, Colorado</b> 251 16th Street, Suite 301 Burlington, CO 80807	
<b>District Court, Logan County, Colorado</b> 110 North Riverview Road, Suite 205 Sterling, CO 80751	
<b>District Court Morgan County, Colorado</b> 400 Warner Street Fort Morgan, CO 80701	
<b>District Court, Phillips County, Colorado</b> 221 South Interocean Avenue Holyoke, CO 80734	
<b>District Court, Sedgwick County, Colorado</b> Third & Pine Julesburg, CO 80737	
<b>District Court, Washington County, Colorado</b> P.O. Box 455 Akron, CO 80720	
<b>District Court, Yuma County, Colorado</b> 310 Ash Street, Suite L Wray, CO 80758	
<b>ADMINISTRATIVE ORDER NO. 2016-A-2</b>	
<b>▲ COURT USE ONLY ▲</b>	
<b>THIRTEENTH JUDICIAL DISTRICT POLICY REGARDING REQUESTS FOR AUDIO RECORDINGS AND TRANSCRIPTS OF COURT PROCEEDINGS</b>	

Pursuant to CJD 05-03 V.E., each District shall create a policy outlining the procedures for requesting transcripts, tapes, or digital recordings.

It is the policy of the Thirteenth Judicial District that transcripts prepared from the tapes or digital recordings are the official record of the Court and any tapes or digital recordings are deemed merely as tools used to complete the official record.

As technology advances, microphones are getting more sensitive and able to capture recordings that are not part of the official court record and should not be disseminated by the Court. For example, dissemination of recordings where it is not apparent which comments are not intended to be part of the court record can be highly misleading, and could result in erroneous decisions by appellate courts. Additionally, the Court does not have the necessary technology to redact victim information from audio recordings, which is a requirement of CJD 05-01.

In the event a party disputes whether the official transcript of an audio recording is accurate, they must follow the procedures set forth in applicable appellate rules for correction or supplementation of an incomplete or disputed record. See, e.g., C.A.R. 10(e).

To request official transcripts of court proceedings, complete the transcript request form located at <http://www.courts.state.co.us> and deliver it to the Clerk of Court.

This order applies to Kit Carson, Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma Counties.

Dated this 25<sup>th</sup> day of February, 2016, effective the 4<sup>th</sup> day of January, 2016.

BY THE COURT:

A handwritten signature in black ink that reads "Michael K. Singer". The signature is written in a cursive style and is positioned above a horizontal line.

Michael K. Singer, Chief Judge