



## **REQUESTS FOR A COPY OF AN AUDIO RECORDING OF ISLE OF MAN COURT PROCEEDINGS**

### **1. Requests for CD recording of court proceedings:**

**Requests must be made on the attached request form and the following information provided:**

- Full details of the case, including the names of the parties involved, the dates and times of the requested hearings and the name of the presiding judge;
- Detailed reasons for making the request, including the purpose for which the recording is required;
- Whether the whole of the proceedings, or just a specific part, is required.
- ***The Court reserves the right to refuse a request.***

### **2. Payment for CD recordings:**

*\*Some recordings may entail more than one CD. Payment of the fee is per CD.*

- All requests for cd recordings must be approved by the court. If approved, the applicant will be required to pay the cost(s) of the CD(s) in advance of receipt.
- The Court will inform you of the approval, or otherwise, of the request and will endeavour to advise how many CDs will be required.
- The prescribed fee for CD copies of an audio recording can be found on the Isle of Man Courts website, in the current Fees Order at [www.courts.im/fees](http://www.courts.im/fees)

### **3. Details of the CD**

To playback the recording you will need the required software. The CD contains a link to [www.fortherecord.com](http://www.fortherecord.com), which will enable you to download the software for free.

The CD will contain the following files:

- A folder containing the requested audio recording;
- An html (web page) document, which details the times of specific points within the recording;
- PDF instructions on how to set up “The Record Player”
- A pictorial reference guide to “The Record Player”

#### **4. Undertaking:**

- Applicants are required to sign an Undertaking, on the attached request form; an electronic signature will not be accepted.

Our aim is to issue a response within 5 working days. If a CD copy is urgent, this should be highlighted on the application form.

It should be noted that, prior to 9<sup>th</sup> June 2003, there are no digital recordings.

**\*The audio recording may be transcribed, by the user, in accordance with the undertaking given, in respect of the contents of the CD.\***

Requests for audio recordings may be submitted in the following ways:

**By Post to:**

Isle of Man Courts of Justice  
Deemster Walk  
Bucks Road  
Douglas  
Isle of Man  
IM1 3AR

**By email:**

Send a signed copy to the clerk in question or to [enquiries@courts.im](mailto:enquiries@courts.im)

or

**Hand delivery to the Public Counter of the Isle of Man Courts of Justice.**

Payment may be made by cheque (payable to "Isle of Man Government"), via the dedicated payment line (tel: (01624 - 686423), with credit/debit card or by cheque, cash or card, in person, at the Public Counter.

**Request for an Audio Recording**

<b>CASE REFERENCE:</b>
<b>PARTY NAMES:</b>
<b>DATE &amp; TIME OF HEARING:</b>
<b>NAME OF PRESIDING JUDICIAL OFFICER:</b>
<b><u>DETAILED REASONS FOR REQUESTING THE CD:</u></b>
<b><u>PLEASE SPECIFY WHICH SPECIFIC PART OF THE HEARING YOU REQUIRE:</u></b>
<b><u>UNDERTAKING:</u></b>
<p><b>I undertake</b> not to copy all or any part of the requested CD audio recording.</p> <p><b>I undertake</b> not to disseminate all or any part of the CD audio recording, save only for the release of the CD for the purposes of making a bona fide transcription.</p> <p><b>I undertake</b> not to use the requested CD audio recording for any purpose other than for listening to the recording, making a bona fide transcription and for the purpose for which it was requested, as detailed above.</p> <p><b>I undertake</b> to observe any duty of confidence and applicable proprietary and copyright requirements.</p>

**IF YOU ARE UNSURE OF YOUR LEGAL OBLIGATIONS, YOU MAY WISH TO OBTAIN LEGAL ADVICE.**

DATE:

SIGNATURE:

PRINT NAME:

EMAIL ADDRESS:

ADDRESS:

TELEPHONE NUMBER:

-----  
**OFFICE USE ONLY:**

**AUTHORISED:**

**DATE ISSUED:**