

**LAKE COUNTY COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION  
(January 2013)**

**PROCEDURE FOR OBTAINING DIGITAL COPY OF  
COURTROOM RECORDING**

1. Requesting party to complete “Request for Digital Audio Recording” form available at the office of the Lake County Court of Common Pleas, Domestic Relations Division or on the Court’s website ([www.lakecountyohio.gov/dr](http://www.lakecountyohio.gov/dr)) under “Rules and Forms.” The online form can be completed and printed.
2. Requesting Party to present form to Lake County Court of Common Pleas, Domestic Relations Division either in person or by mail. If requesting a CD to be made, you will receive a bill and must present a check, made payable to “Lake County Treasurer,” in the appropriate amount, c/o Lake County Domestic Relations Court, 47 N. Park Place, Painesville, OH, 44077.
3. Upon receipt of request form and payment, the Court (i.e., secretary/bailiff or DW) will process the request in the format indicated on the request form and deliver as noted:
  - a. If a CD is requested, the party can either pick it up when notified by the Court (i.e., secretary/bailiff or DW) it is ready, or the Court can mail it out. The person requesting a CD via U.S. Mail must provide their current street address.
  - b. If an electronic copy is requested to be e-mailed, the person requesting it must provide a current e-mail address.