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**Addendum to Directive #12-20**

[Questions or comments may be directed to the Office of the Administrative Director at (609) 376-3000]

**TO:** Assignment Judges  
Presiding Judges – All Divisions

**FROM:** Glenn A. Grant, J.A.D. *GAG by SDB*

**SUBJ:** Updated Process and Form for Requesting Audio Records of Remote Court Events During COVID-19

**DATE:** June 12, 2020

The Supreme Court by Order dated April 20, 2020 reinforced our commitment to continuing the operations of the courts during the COVID-19 Coronavirus pandemic. Directive #12-20 implemented the April 20, 2020 Order by establishing guiding principles for when and how remote court events will be conducted, including which events will by default be livestreamed and which will require individualized permission for real-time participation or viewing. Directive #12-20 also established procedures for requesting access to observe a remote court proceeding that is not livestreamed and obtaining records of such remote proceedings.

The New Jersey courts are committed to transparency and public access to official court records. As an interim measure, Directive #12-20 temporarily expanded that preexisting level of access by providing that unofficial video records also could be obtained for court events conducted using Zoom. This addendum to Directive #12-20 ends that interim process as to video records while maintaining the ability for individuals to request and obtain copies of official audio records of remote court proceedings, which are available as an electronic file or on a CD.

Accordingly, this addendum also promulgates a revised form for requesting official audio records of remote court proceedings. The attached Request for Audio Records of Remote Court Proceedings During COVID-19 Crisis form (CN 12605) should be used to request official audio records of court events that are not closed.

Questions on this addendum may be directed to the Office of the Administrative Director of the Courts at (609) 376-3000.

Attachment (Revised CN 12605)

cc: Chief Justice Stuart Rabner  
Attorney General Gurbir S. Grewal  
Public Defender Joseph E. Krakora  
Civil Division Judges  
Criminal Division Judges  
Family Division Judges  
Municipal Court Judges  
Steven D. Bonville, Chief of Staff

AOC Directors and Assistant Directors  
Clerks of Courts  
Trial Court Administrators  
Special Assistants to the Administrative Director  
Civil Division Managers  
Criminal Division Managers  
Family Division Managers  
Municipal Division Managers



New Jersey Judiciary

## Request for Audio Records of Remote Proceedings During COVID-19 Crisis

**DISCLAIMER: Recordings may NOT be used to produce official transcripts.  
They are for reference only.**

1. Fill out all the information on this form. Incomplete or inaccurate case information may delay your request. For help with case information, please contact the court office. Once completed, email the form to the local transcript office.
2. Select the type of recording.
  - ☐ **Audio file – no CD.** You will receive an email with a password to listen to an audio recording of the court event. No charge.
  - ☐ **Audio file on CD.** There is a \$10.00 fee for audio files on CD. Contact the county transcript office at the email below if you wish to request and pay for an audio CD.

### Requesting Party

Name		Date
Address: Street		
City	State	Zip Code
Email Address		
Requestor's Connection to the Case		
<input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Plaintiff's Attorney <input type="checkbox"/> Defendant's Attorney <input type="checkbox"/> Victim <input type="checkbox"/> Other _____		

### Case Information

Case Name (Plaintiff v. Defendant)		Trial Court Docket Number / Indictment Number
Date(s) of Proceeding	Type of Proceeding (e.g. trial, sentencing, motion, etc.)	Name of Judge

Any special instructions

### Transcript Office

Select County: \_\_\_\_\_ Transcript Office Email: \_\_\_\_\_

### For Court Staff Use Only

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Notes: \_\_\_\_\_