

INSTRUCTIONS FOR REQUESTING AN AUDIO LINK: (POLK COUNTY)

Only a Party to the case or Attorney of Record can obtain an un-redacted Audio Link

Non-party requestors can only obtain a redacted Audio Link

You need to put something in writing to our office asking that the Audio Link be prepared.

In certain cases, the Judge may have to review your request for the Audio Link.

You need to include the following information in your request:

Style of the case

Date of the hearing

Time of the hearing

Judge presiding

Your name, address, telephone number, and e-mail address

How do you wish to obtain your audio? You may obtain your audio in person, by mail, or e-mail.

As of October 1, 2022, Audio Links are \$30.00 each.

If you are the attorney of record or party to the case, you must fill out the Prohibition Against Dissemination form in order to obtain an un-redacted audio Link.

If you are not an attorney of record or a party to the case, a review and redaction fee of \$20.19 per hour plus the \$30.00 fee for the Audio Link is charged. You will need to pay the full cost before it is prepared. We have 10 working days to complete the Audio Link request once the payment is received.

All payments must be in the form of a law firm check, money order or cashier check made payable to the State of Florida. No cash or credit cards are accepted.

Should you have any questions, please call us at (863) 534-4009.

You may send your request to:

Electronic Court Reporter's Office
P.O. Box 9000-Drawer J124
Bartow, Florida 33831-9000
Fax: (863) 534-2599