



20th JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 20-113

SUBJECT: Electronic Audio Recordings of Court Proceedings

To: All Judicial Officers, Court Executive, Clerk of Court, Court Staff, District Attorney, Public Defender, Boulder County Bar Association, Chief Probation Officer, Probation Staff, Community Justice Services, County Attorney, Sheriff, Jail, Law Enforcement

From: Ingrid S. Bakke
Chief Judge

DATE: February 8, 2021

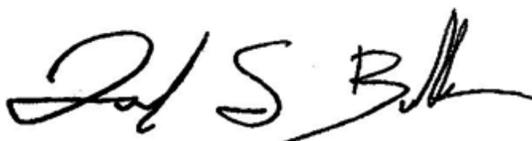
The Twentieth Judicial District utilizes For The Record (FTR) Digital Court Recording machines in each of the courtrooms to electronically record the audio for all court proceedings in the District. Requests to obtain a copy of the digital audio recording on a CD can be made by submitting a request by e-mail to 20recordsrequest@judicial.state.co.us. When making a request it is helpful to include the case number, the parties' names, the date of the proceeding, as well as the courtroom location and the name of the judicial officer that presided over the proceeding.

Audio recordings are for listening purposes only. An audio recording may not be used as the official record and is not admissible in court. Only certified transcripts by court reporters or authorized transcribers may be used as official records of court proceedings. The cost to obtain digital audio recordings is \$35.00 per disc. To play the disc of the requested hearing audio, requestors will need to download the FTR software or access the FTR web player through the website fortherecord.com. Court staff cannot provide technical support or assist requestors with downloading the software or playing the CD. The Court will not provide computers or other devices to play or listen to digitally recorded hearings.

Judicial officers remind all participants during hearings to speak clearly and to approach the microphone before addressing the Court. However, please note that the Court cannot guarantee that all statements made by all participants were captured by the recording machine. Participants are also cautioned to be mindful of the placement of microphones and to utilize the microphone mute buttons when having confidential conversations that should not to be included as part of the audio recording. While these conversations can be redacted by a transcriptionist from the written record, they cannot be redacted from the audio file.

There are instances where certain information must be redacted from the record before it can be released, such as removing the name and other identifying information of the victim of a sexual offense from the record per C.R.S. § 24-72-304(4)(a). The method of redacting information from an audio file is challenging and, in many cases, not feasible. In instances where redaction of the

record would be required, the Court will only prepare the audio at the request of and release to parties or agencies permitted access to the case pursuant to Chief Justice Directive 05-01. Audio of hearings held in cases suppressed from public access or in suppressed case types will only be prepared at the request of and released to parties permitted access to the case pursuant to CJD 05-01.

A handwritten signature in black ink, appearing to read 'Ingrid S. Bakke', written in a cursive style.

Hon. Ingrid S. Bakke
Chief Judge
Twentieth Judicial District