



**KIMBERLY A. ALLEN**  
**GRANT COUNTY CLERK**  
and Clerk of the Superior Court

*Cheryl L. Hill-Roberson, Chief Deputy Clerk*

**REQUEST FOR FTR AUDIO RECORDING OF A  
HEARING/PROCEEDING IN GRANT COUNTY SUPERIOR COURT**

All blanks must be completed in your request form. All fees must accompany your request to be fulfilled. Please mail your completed request form and payment to:

**Grant County Clerk's Office**  
**ATTN: FTR Requests**  
**P.O. Box 37**  
**Ephrata, WA 98823**

Case Number: \_\_\_\_\_

Case Caption/Name of Case: \_\_\_\_\_

Date(s) of Hearing(s) Being Requested: \_\_\_\_\_

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Will Pick up in person

Please mail back

**CHECKLIST:**

- Completed Request Form
- Enclosed Fee: \$35 Cash, Check, or Money Order payable to: Grant County Clerk
- Additional Fees for more than 3 hearings  
(Contact the Clerk's Office about any additional fees by calling 509-754-2011 ext. 2865)
- Download FTR Player per instructions below
- If you need your CD transcribed, contact a transcriptionist – see information below

**FTR DOWNLOAD INSTRUCTIONS**

Your CD can *ONLY* be played on a computer, it will not play in a CD player. Go to [www.fortherecord.com](http://www.fortherecord.com) to download the free software onto your computer. Download the **FTR Player** option on the website. Follow the download instructions. Make sure you have the latest version of FTR on your computer to play the CD.

**TRANSCRIPTIONISTS**

Grant County Superior Court's **Certified Transcriptionist List** is available at its website:  
<https://www.grantcountywa.gov/DocumentCenter/View/1078/Certified-Transcriptionist-List-PDF>

**Save a copy of this information for future reference.**

**FOR CLERK'S OFFICE  
USE ONLY:**

Received Date/Initials: \_\_\_\_\_ Paid: \$ \_\_\_\_\_ Check/MO # \_\_\_\_\_

Receipted  Routed to FTR Processor  Mailed Date/Initials: \_\_\_\_\_

Invoiced G.C. Defenders'/Prosecutor's Office/OPD on Date/Initials: \_\_\_\_\_