



**New Jersey Judiciary
Tax Court
Sound Recording Request**

Instructions:

1. Fill out all the information on this form. **Incomplete or inaccurate case information may result in the delay or return of your request.** Send or deliver the completed form to:

Tax Courts Clerk's Office
RJ Hughes Complex, P.O. Box 972
Trenton, NJ 08625
Txctrecords.mailbox@njcourts.gov
Telephone: 609-815-2922 ext. 54650

2. The cost is \$10.00 for each physical media payable via cash, check or money order payable to "**Treasurer, State of New Jersey.**" Please **do not send cash** via mail. Attorneys may charge their JACS account.
3. You will be notified when your request has been completed. It will be available for pick up or it can be mailed to you.

Note: Standard CDs from our recording software, CourtSmart, will only play on Windows computers. This format includes the CourtSmart Log. If you do not have access to a Windows computer you may request an audio formatted CD, which is **audio only**, by checking the box below.

I wish to request an audio formatted CD, which I realize is audio only.

****DISCLAIMER:** media copies shall not be used to produce official transcripts. They are for reference only**

Requesting Party

Name		Email Address		Phone Number	
Address		City		State	Zip
Name of Law firm (if applicable)				JACS Account Number	

Case Information

Case Name		Tax Court Docket Number(s)	
Date(s) of Proceeding	Type(s) of Proceeding (e.g. trial, motion, etc.)	Name of Judge(s)	

Signature of Requesting Party

Date