

## REQUEST FOR VIDEO OF PROCEEDINGS OR REQUEST FOR PAPER TRANSCRIPT

Montgomery County Common Pleas Court –General Division

Case Caption	Case Numbers
Judge / Courtroom	Judicial Assistant

**It is requested that a copy of the following designated proceedings be prepared:**

Date(s) of All Proceedings Requested	Type of Proceeding(s)	
Copy for Requestor <input type="checkbox"/> CD-ROM <input type="checkbox"/> PDF TRANSCRIPT <input type="checkbox"/> SECURE FILE TRANSFER	Transcript for Appeal <input type="checkbox"/> TRANSCRIPT TO BE FILED AS RECORD FOR APPEAL  <input style="width: 100px;" type="text"/> DATE NOTICE OF APPEAL WAS FILED	
Requestor's Name	Address	City, State, Zip
Telephone: (    )    -	Fax: (    )    -	E-Mail: <b>(Mandatory for PDF Delivery)</b>

**Payment**

I am requesting that the above CD-ROM record be prepared. I will be responsible for costs.  _____ Requestor                      _____ Date	Transcript will be provided at State expense for indigent defendant.  _____ Judge                                      _____ Date
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**Order Preparation (FOR COURT STAFF ONLY)**

CD-ROMS Duplicated	CD-ROMS/SFT Delivered To: <input type="checkbox"/> Requestor <input type="checkbox"/> Court Services    _____ Date	_____ Judicial Assistant                      _____ Date
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Total Amount Due  \$	Amount Received  \$	<input type="checkbox"/> Cash <input type="checkbox"/> Check  ----- Check #	Received By	<b>Make check payable to:                  Montgomery County Treasurer                  41 N. Perry Street, Room 402                  P.O. Box 972                  Dayton, OH 45422                  Acceptable forms of payment:                  Cash, Cashiers Check and Money Orders</b>
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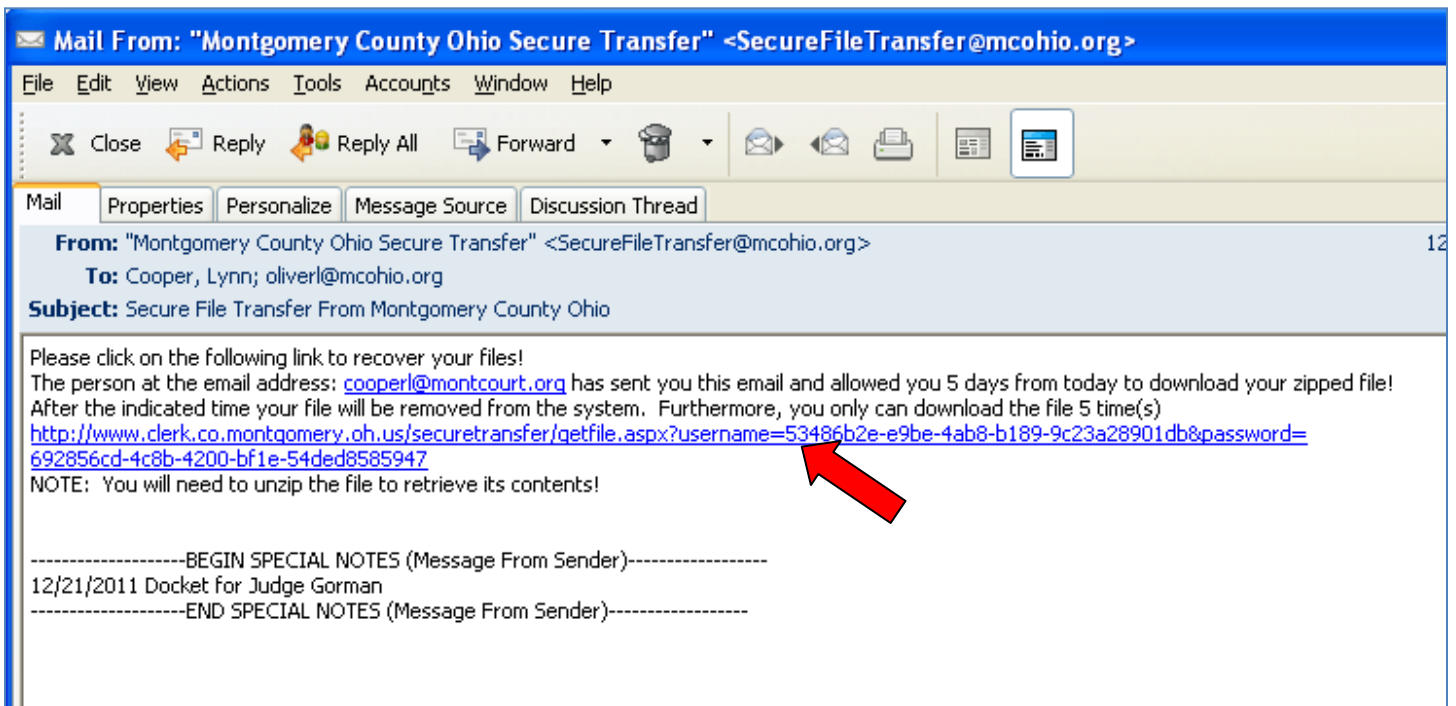
Date All Paperwork Received by Judicial Assistant	Date Files Uploaded to Transcriber	Date PDF File Received by Judicial Assistant	Date Original Transcript filed with COA (if Applicable)		Additional Comments:
_____	_____	_____	_____		_____

## Secure File Transfer - Receiver

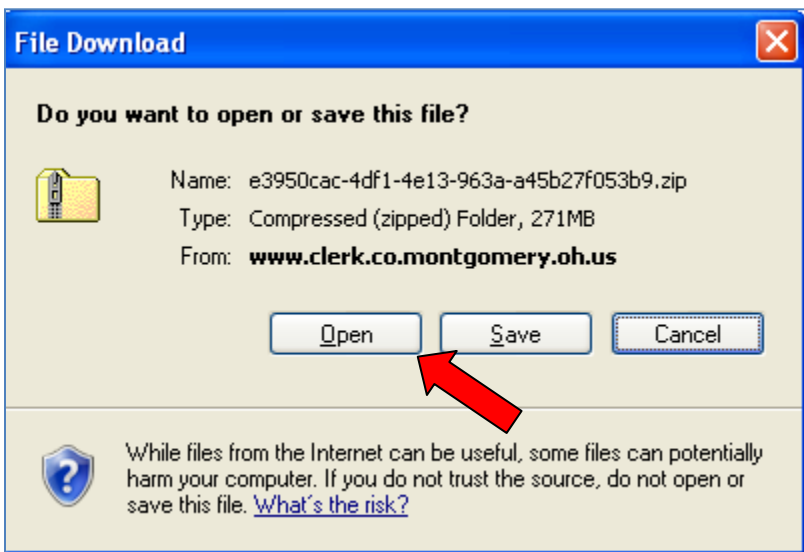
The Montgomery County Clerk & Court Secure Transfer Application has been developed to transfer files in a secure and efficient method.

The procedure to receive the files is as follows:

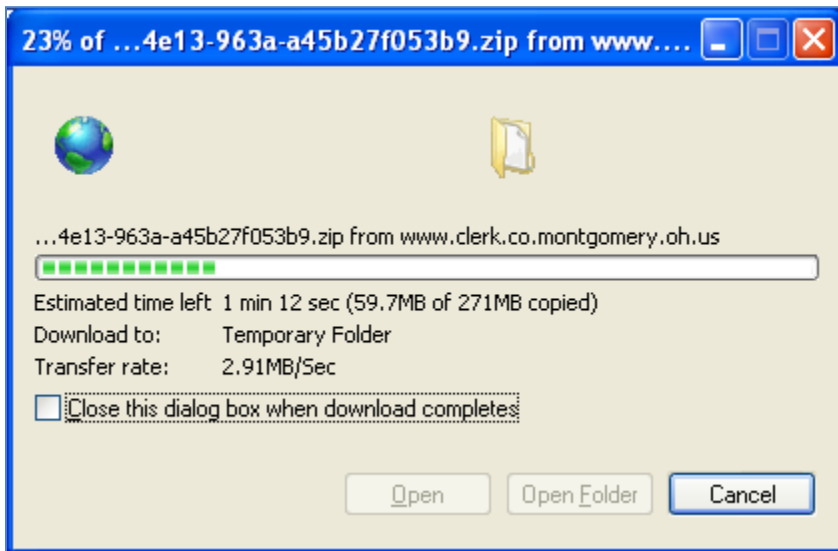
- The receiver will receive an email from "Montgomery County Ohio Secure Transfer" [SecureFileTransfer@mcoho.org](mailto:SecureFileTransfer@mcoho.org)
- Open the email
- Click on the link in the email



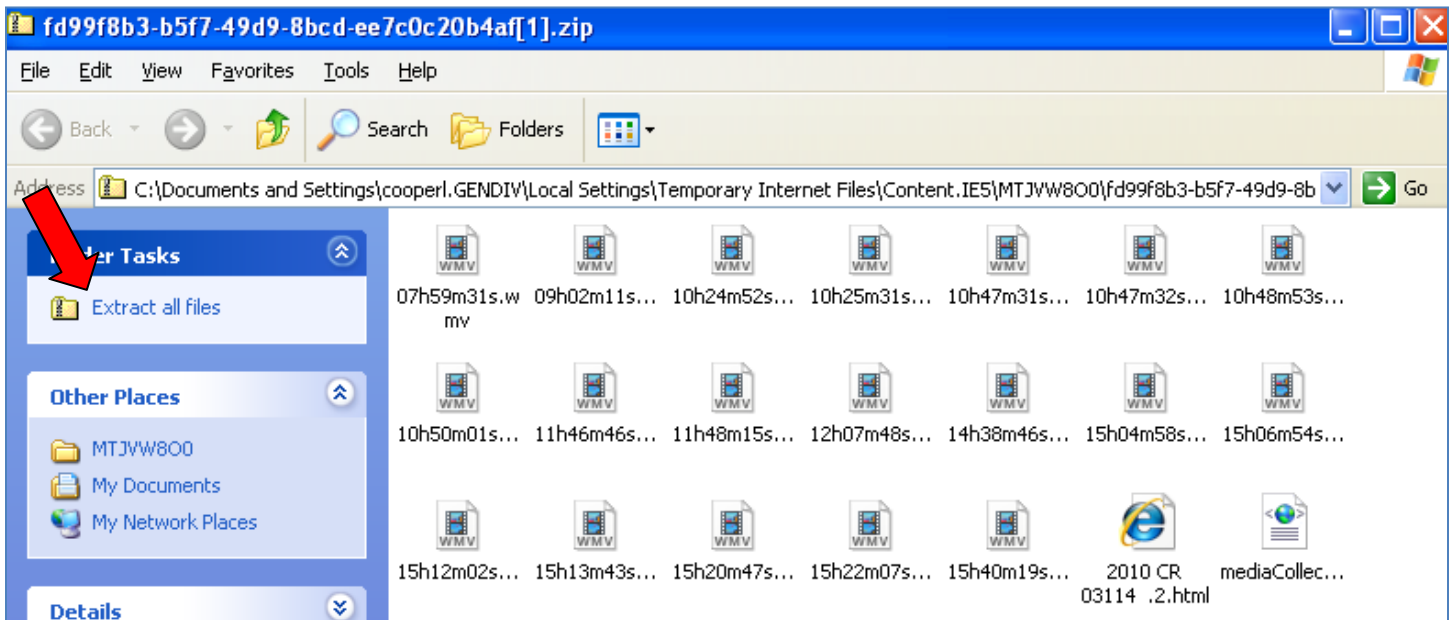
- A File Download box appears after clicking the link - Click Open



- Files are now being loaded

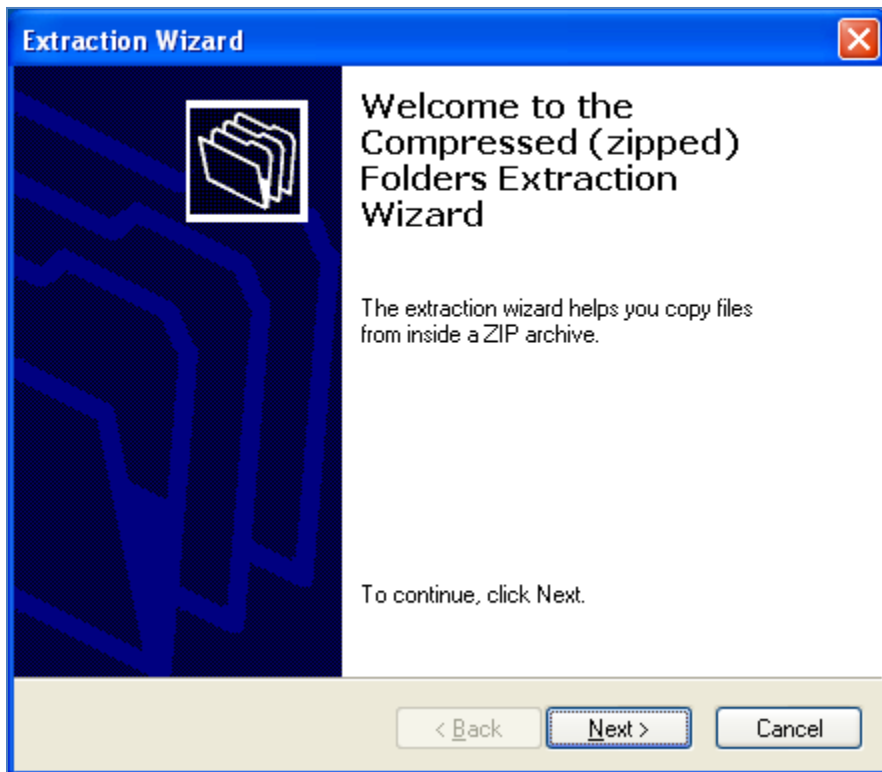


**\*\* THE RECEIVER MUST EXTRACT THE FILES TO THEIR COMPUTER** – please note there is a restriction for how many times the link can be accessed as well as how long the link is active. The screen below represents a receiver copying the folders and pasting them in a folder on their desktop.

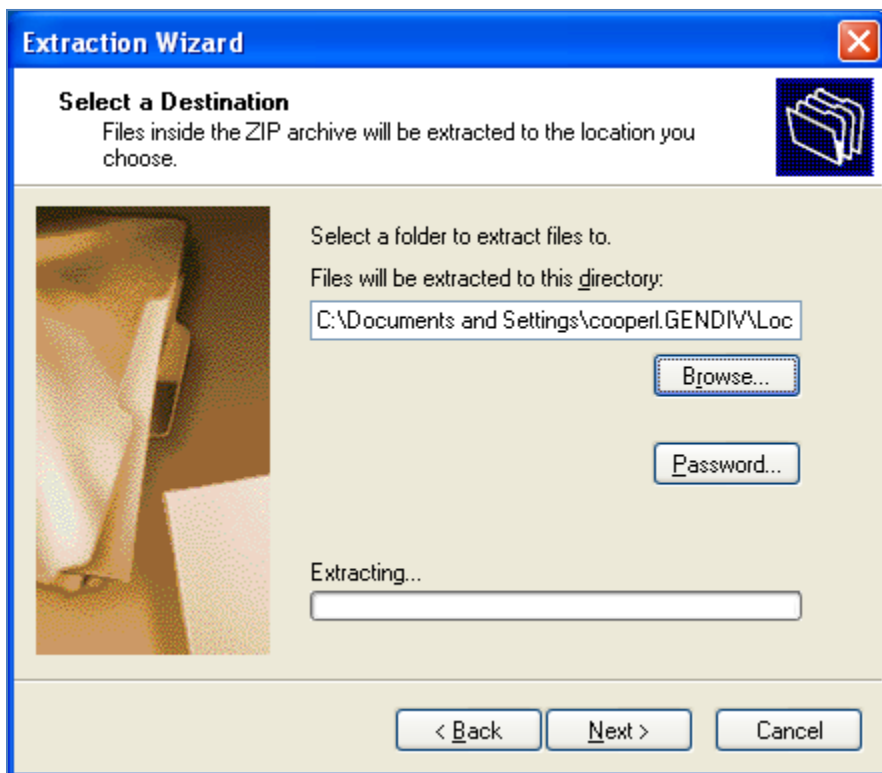


- Click on Extract all Files

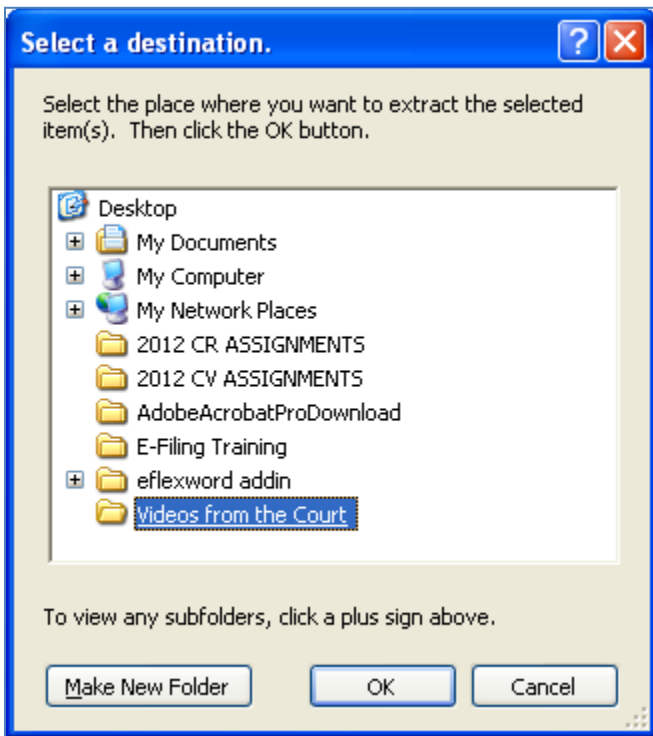
- Click Next



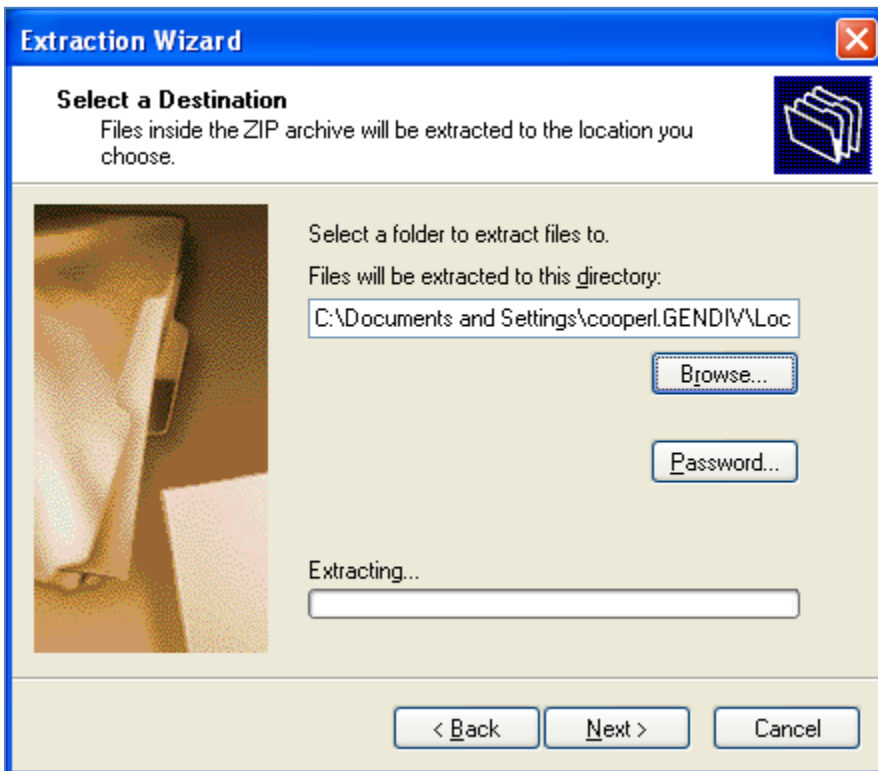
- Click Browse



- Select the Location on your computer to save the files
  - Quick Tip - Create a folder on your Desktop for an easy location to save the files

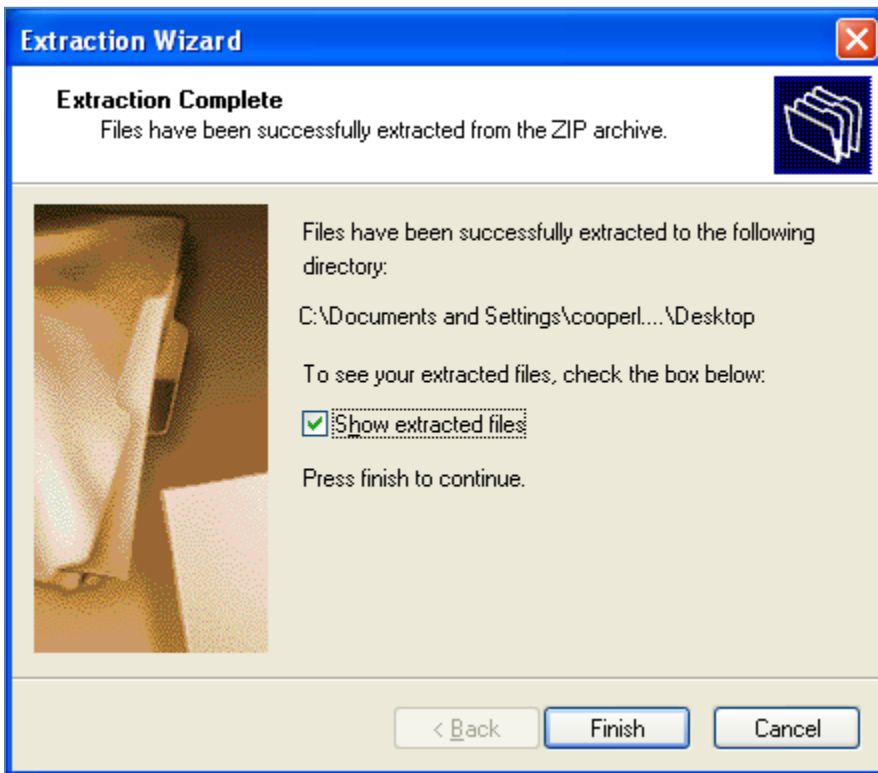


- Click Ok



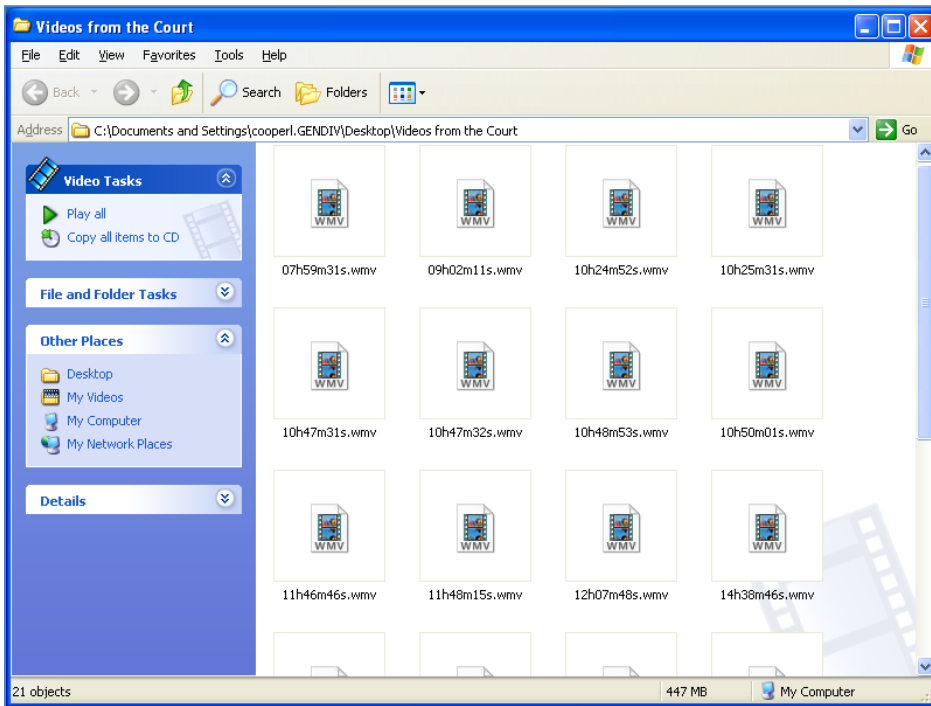
- Click Next

- Click Finish
  - Extraction is complete and the files are successfully extracted from the Zip folder



- The folder that the files are stored in will open

At the minimum your Secure File Transfer will contain a .wmv file and a .html file. The Judicial Assistant may send the .xml file and the .cvl file. See Below for a brief description of each file.



- .wmv files - Actual Video of the Proceedings
  - Windows Media Player Opens to play the video
- .html file - Log created by the Judicial Assistant
- .xml file - Media collection
  - Computer language - file necessary to run the .cvl file
- .cvl file – Case Viewer File
  - The file allows you to view the log and the video at the same time
  - Ability to click a link and be delivered directly to that portion of the video
  - You will need to download free application to use this feature
  - Free download available at:
    - <http://javs.com/info/downloads>
    - Select JAVS Free Viewer 7