



# Express Access Quick Start Guide



## Creating an Account for First-Time Users

### Open the Portal

1. Open internet browser
2. Navigate to <https://app.fortherecord.com/>
3. Click the “Create account” link



## Need Assistance?

For support, contact Electronic Recording Services (ERS)  
ERS@jbazmc.maricopa.gov

## Order a Recording

Please allow 2 -5 business days for recordings.

- ① Sign in to the portal at <https://app.fortherecord.com/>
- ② Select “Audio” on the left navigation panel  
Select “Arizona”  
Select “Maricopa County Superior Court” or “Maricopa County Justice Courts”  
Select the Department and click “Continue”
- ③ Enter the case information
- ④ Search by courtroom number or building to narrow results or scroll through the list  
If the hearing was conducted virtually, select the Virtual Hearing (Court Connect) recorder.
- ⑤ Enter the hearing’s date and time within an approximate range  
*Optional: You may pay to add a speech-to-text transcript.*  
If you have a Minute Entry, add it to the supporting documents.
- ⑥ Check “Click here for FREE recording”  
Select “Place Order”