



Quick Start Guide for Media Partners FTR Express Access

CREATE AN ACCOUNT

1. From the Login page <https://app.fortherecord.com/>, click the **Create Account** link at the bottom of the page.
2. Enter your name and work email address, complete the reCAPTCHA, and click **Create Account**.

CONFIRM YOUR ACCOUNT

Open your confirmation email and click **Confirm My Email Address**. Next, you'll be taken to For The Record, where you can create your password.

REQUEST A COURT RECORDING

1. Log in to your account and select **Audio** from the left navigation panel.
2. Highlight **Arizona** and click on **Maricopa County Superior Court**.

Case Details STT Documents Review and Pay

Order an Audio Recording from Maricopa County Superior Court

Case Details

CASE NUMBER
MCAO CR111111111

CASE TITLE
PDQ Jane Doe vs John Doe

← BACK CONTINUE

Note: If you need case information, you can search for it by accessing the docket: [Docket: Public Access to Court Information](#)

3. Select the department and click on **continue**.
4. In the **case number field**, enter the case number and include "**MEDIA**" to differentiate media requests from public submissions.
5. Select the courtroom number. You can search by courtroom number or building to narrow your results or simply scroll through the list. Select the radio button when you find your location. If the hearing is recorded virtually, this will be found in the Court Connect courthouse icon.

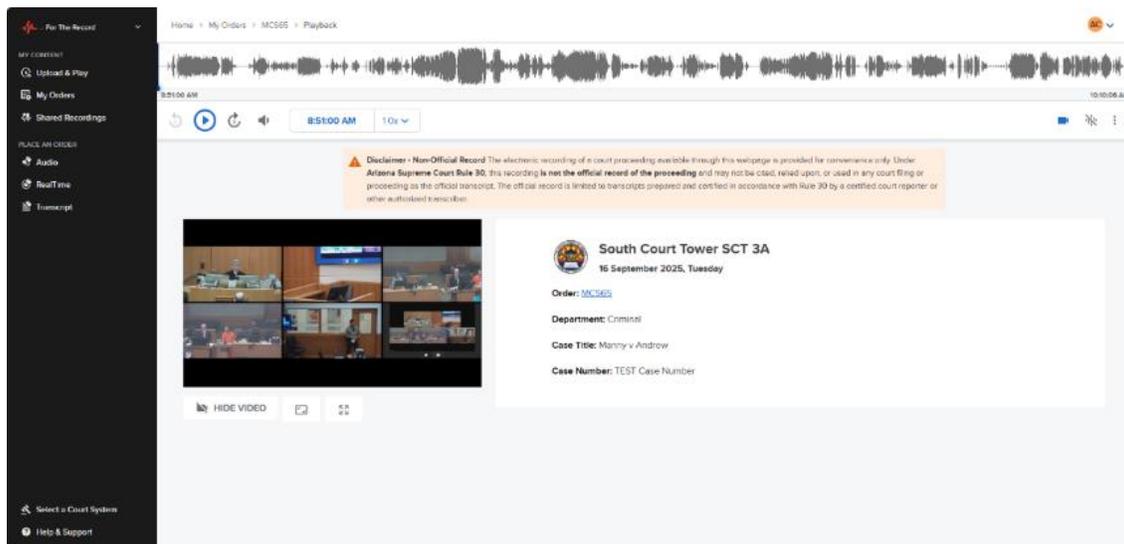
Note: Most recording requests are expected to be completed within 2 to 5 business days, depending on volume and submission details. If you need a request completed in less than one business day, enter **PDQ (Please Do Quickly)** in the **Case Title** to alert Electronic Recording Services (ERS).

6. Select the date and time the hearing took place. If the exact time is unknown, please enter the closest approximate time. (A separate request is required for each additional day.)
7. Click on **Continue** regarding “ADD SPEECH-TO-TEXT”. (Please Note: There is a cost associated with requesting the Speech-to-Text feature.)
8. Click on **Continue** regarding supporting documents.
9. Review all case details to ensure the information is correct.
10. Check the box “Click here for **FREE** recording” and click on **PLACE ORDER**.

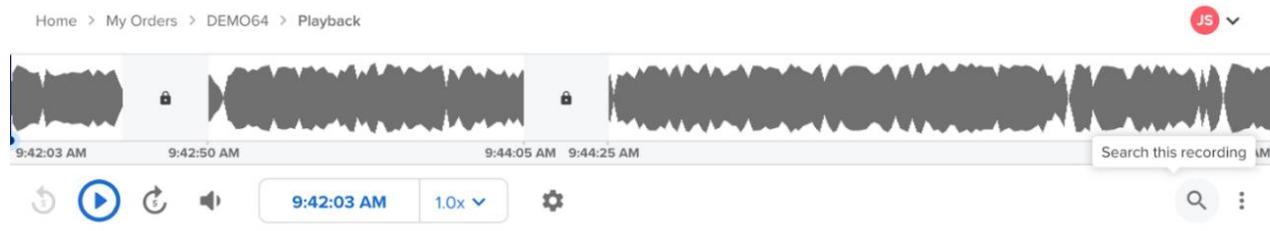
VIEW THE RECORDING

From the **My Orders** page, you can listen to completed audio orders.

Once you have clicked **Play** within a completed audio order, it will automatically load and start playing from the beginning.



1. Click directly on the sound wave to listen to an exact section of the recording.
2. Click the **Play** button to begin listening to the recording. Notice the replay and sound buttons next to the **Play** button.
3. Adjust the Playback speed as you need.
4. **Play** or hide the video.
5. Make the video larger.
6. Expand the video to full screen.

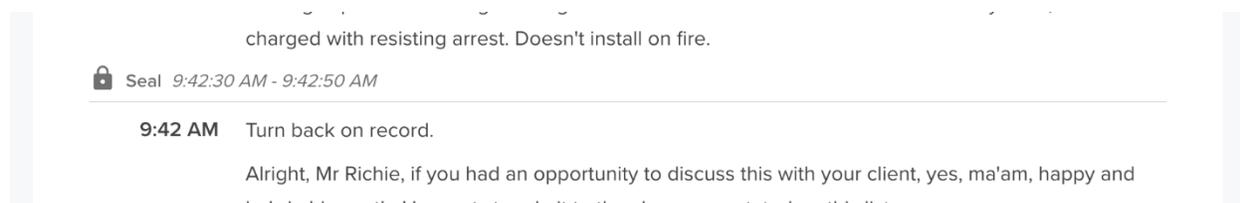


ACCESS TO SEALED CONTENT

If a recording you have ordered has sealed content, and you have not been granted access, you will not be able to listen to sealed audio or access sealed speech-to-text. The waveform and speech-to-text will visually indicate content that may be inaccessible to you:



Sealed audio when access is not granted



Sealed speech-to-text when access is not granted

WHEN WILL I HAVE ACCESS?

Once submitted, the order will be reviewed by the court. If approved, you will receive an email notification, and it will appear in **My Orders**.

QUESTIONS?

Please contact the Office of Communications if you need assistance: CourtPIO@jbazmc.maricopa.gov.