

# Express Access – Public Request Instructions

These steps explain how to request an audio recording in a way that is easy to understand.

## Access Link

Go to: <https://app.fortherecord.com/>

## Account Setup and Login

- Click LOG IN at the top right.
- If this is your first time, click Create Account.
- Type your name and your email address.
- Click Create Account.
- Check your email to confirm your account.
- Create your password.

## How to Order an Audio Hearing

1. Log in to your account.
2. Click Audio on the left side. Choose Arizona, then choose Maricopa County Superior Court.
3. Choose the correct Department and click Continue.
4. Type the case number. Most requests are finished in 3 to 5 business days unless there are delays.
5. Choose the courtroom. You can search by number or building, or scroll to find it. If the hearing was online, look under the Court Connect icon.
6. Choose the date and time of the hearing. If you do not know the exact time, choose your best guess.
7. If you need more than one case from the same day and same courtroom, enter a time range that covers all hearings. You must submit a new request for each day.
8. Click Continue when asked about speech-to-text.
9. Click Continue when asked about supporting documents. You may upload a Minute Entry if you have one.
10. Check all your details to make sure they are correct.
11. Check the box to get the FREE recording, then click PLACE ORDER.