FAMILY COURT OF THE STATE OF DELAWARE

ELECTRONIC COPIES OF COURT HEARINGS

Who May Request an Electronic Copy (CD) of a Family Court Hearing?

Only parties to the proceeding, or the party's authorized attorney, shall be entitled to an electronic copy on CD of a hearing.

How does a party or their attorney request a CD copy of a Family Court hearing?

A party or the party's attorney must submit an "Application to Request Audio Record and Affidavit of Proper Use" (Form 801). This form may be obtained in the Family Court Self-Help/Resource Centers and/or online at the Family Court website.

What will happen after I file the Application to Request Audio Record and Affidavit of Proper Use?

After the Application to Request Audio Record is filed along with the appropriate fee, the Family Court Appeals Clerk will process the request. You will be contacted to pick up your CD when it is ready.

How much will it cost?

The fee for each hearing is $25.00.

How soon after a hearing must a request be made?

A request for an electronic copy of a proceeding must be submitted within five years of the date of that particular proceeding.

Will I need special software to listen to the CD?

An electronic copy of your proceeding is made in “For the Record” format. The CD may only be played on a computer using For The Record Gold Software. The party must download and install this free software, entitled “The Record Player” from the following website: www.fortherecord.com. To run “For the Record” software, the computer must have a minimum of an Intel Pentium 4 processor, 500 MB RAM, Microsoft Windows XP or greater, Windows compatible stereo sound card, 1228 x 1024 True Color (32 bit) video display adaptor and monitor, and CD access. On the main webpage, click on the “For the Record” player icon and follow the installation instructions.

Can I use the CD if I appeal my case to the Supreme Court?

Pursuant to Supreme Court Rules 7,9, and 14, an electronic copy of a Court proceeding may not be submitted to an appellate court as part of the official record in the place of an official transcript. The appellate courts will only accept official transcripts as the record for matters under appellate review.

Why do I have to sign an “Affidavit of Proper Use Form”?

An electronic copy on CD of a Family Court proceeding may not be used in an inappropriate manner, pursuant to Family Court Rule of Civil Procedure 90.4 and Family Court Rule of Criminal Procedure 62.1. Any party to a proceeding may listen to, but not copy, alter, transfer or otherwise use the CD in an inappropriate manner. Any inappropriate use may result in criminal prosecution.

Can I make a copy of the CD?

No. If a child was interviewed as part of the proceeding, the child interview will be excluded as part of the CD. If the applicant wishes to obtain a copy of the child interview, the applicant must submit a separate motion to the Court requesting a copy of the child interview.

Will a child interview be part of the CD?

No. If a child was interviewed as part of the proceeding, the child interview will be excluded as part of the CD. If the applicant wishes to obtain a copy of the child interview, the applicant must submit a separate motion to the Court requesting a copy of the child interview.

Related Forms:

Form 801 – Request for Electronic Copy of Audio Record & Affidavit of Proper Use

All forms can be found on the Family Court Website.

Family Court Contact Information

New Castle County	Kent County	Sussex County
500 NORTH KING STREET WILMINGTON, DE 19801 (302) 255-0300	445 SOUTH GOVERNORS AVENUE DOVER, DE 19904 (302) 672-1000	100 EAST MARKET STREET GEORGETOWN, DE 19947 (302) 855-7400

For more information, visit the Family Court webpage or scan the QR code.