

Quick Start Guide for Justice Court FTR Express Access



The Maricopa County Justice Courts use *For The Record* to record and store videos of all court-recorded hearings. With the FTR **Express Access** online tool, you will be able to review the audio and video on any browser or device at any time.

These are the steps you will need to get started. Please take just a few minutes to learn the basics. If you still have trouble, our court clerks can make themselves available for some support issues.

CREATE AN ACCOUNT

1. Start at <https://fortherecord.com/maricopa-justice-courts/>. It may help to bookmark this page if you will be using it repeatedly for MCJC requests.
2. Click **Order Here**.
3. Then click the **Create Account** link at the bottom of the page that loads next.
4. Enter your name and 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 back to For The Record, where you will 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 Justice Courts**.
3. In the next box you will enter the case number and a party name.

Note: *The system will not reject your request if you do not have this information, but our court staff may have to if they cannot find the case with your limited details.*

The screenshot shows a web interface for ordering an audio recording. At the top, there is a progress bar with four steps: 'Case Details' (selected), 'STT', 'Documents', and 'Review and Pay'. Below the progress bar, the title 'Order an Audio Recording from Maricopa County Justice Courts' is displayed. Under 'Case Details', the 'CASE NUMBER' is 'TJ20250000' and the 'PARTY NAME(S)' is 'John Doe v. Jane Doe'. At the bottom, there are two buttons: a blue 'BACK' button and a blue 'CONTINUE' button.

If you need case information, you can search for it by accessing the online docket:

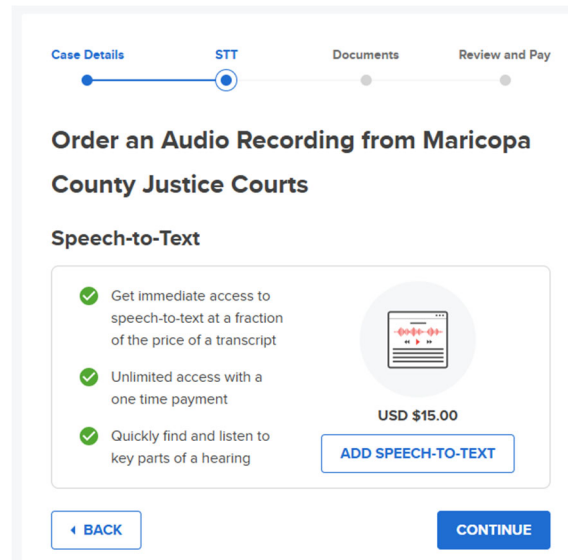
<https://justicecourts.maricopa.gov/app/courtrecords/casesearch>

4. In the next box you will choose the **Courtroom** from the drop-down menu.
5. Click Hearing Date to select a date from the calendar.
6. The From and To fields are the approximate start and end times of the recording you want to view. This can be adjusted even after you place your order.
7. Click Continue.

The screenshot shows the next step in the audio recording order process. The title remains 'Order an Audio Recording from Maricopa County Justice Courts'. Under 'Audio Details', the 'COURTROOM' is '(Downtown Justice Center) DTJC Hearing Rm A 1023' with a dropdown arrow. Below that, '(Courthouse) Courtroom' is listed. The 'HEARING DATE' is 'Sep 01, 2025'. The 'FROM' time is '8:00:00 AM' and the 'TO' time is '8:15:00 AM'. A light blue information box contains the text 'Please enter approximate times if exact times are not known.' At the bottom, there are two buttons: a blue 'BACK' button and a blue 'CONTINUE' button.

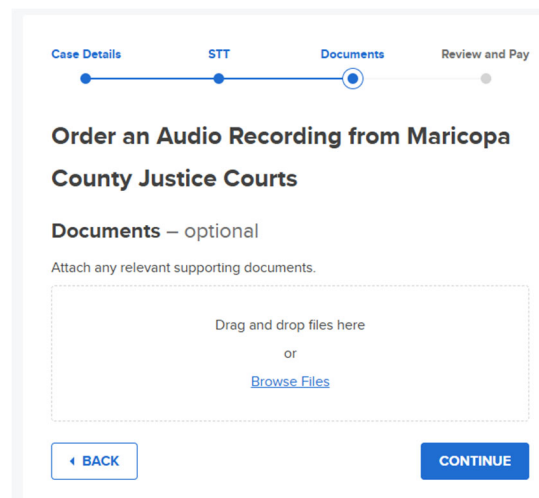


8. The system may offer you **Speech-to-Text** as an add-on. The fee shown is based on the number of minutes you entered in your order. If you choose this option, our staff will adjust the times as necessary and you will only have to pay for the exact length of your hearing. If you do not want this simply click **Continue**.



Please note that **Speech-to-Text** is not an official transcript. If you need transcripts, you will need to contact a licensed transcription company and they will place that order. You can find a link to such a list on the Justice Court website.

9. Next, you can upload supporting documents such as a minute entry by selecting **Browse Files**. This will not apply to most Justice Court cases and you can just click **Continue**.





10. The **Order Summary** page will outline your selections and enable you to edit as needed before you submit your request.

11. All audio and video recordings are free. Please check the box in the **Payment Details** section to receive the stream at no cost, or else you will be charged the default one dollar fee.

12. If you have added speech-to-text, you will enter your credit card information on this page.

13. Finally, **place your order**. You will not be charged at this point. Our clerks will review the order and make necessary adjustments to the time. The final cost for Speech-to-Text will be based on the actual duration of your requested hearing.

14. Once that is done, you will receive an email with a link that will allow you to view your requested hearing.

Note: *If your hearing took place over multiple days, you must submit separate requests for each day.*

Order an Audio Recording from Maricopa County Justice Courts

Order Summary

Please review the following details prior to placing your order.



Case Details [Edit](#)

Court: Maricopa County Justice Courts
Case Number: CV2000000
Party Name(s): Jane v. John

Documents [Edit](#)

Timeframe [Edit](#)

Sep 01, 2025 8:00:00 AM to 8:30:00 AM
Downtown Justice Center
Arcadia Biltmore Justice Court 500

Speech-to-Text [Edit](#)

Not Added

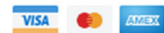
Total Price **USD \$1.00**

Payment Details

All audio recordings are FREE in Maricopa County, please click box above.

When you place this order, you are authorizing payment of the displayed total price.

SECURE TRANSACTION



Card Details

Securely save card

[← BACK](#)

[PLACE ORDER](#)





FIND THE RECORDING

There are two ways to find the recording once it is ready.

1. Click the **PLAY** link in the email you received.
2. Or from the FTR main page, log in and use the **My Orders** link on the left.

Once you have selected your recording, it will automatically load and start playing from the beginning.

LISTEN TO THE RECORDING

There are a few commands available to control the audio aspect of the recording:

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 rewind, jump forward, and audio volume icons next to the Play button.
3. Adjust the Playback speed as you need.

Recordings > Downtown Justice Center > Arcadia Biltmore Justice Court 500 > 27 Thursday

Speakers: Attorney A, Podium-Wireless-Jury, Judge, Remote-Evidence, Attorne

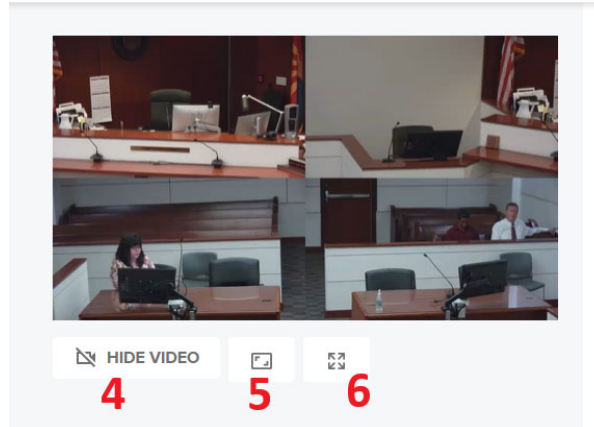
1:22 PM
Podium- None.
Wireless-Jury

1:24 PM
Judge O please, Raj, you may be seated and I don't need to
Podium- With your eyes.
Wireless-Jury
Attorney A The beer.
Judge OK, perfect.
Mr. Cabrera Gomez everyone come have a seat



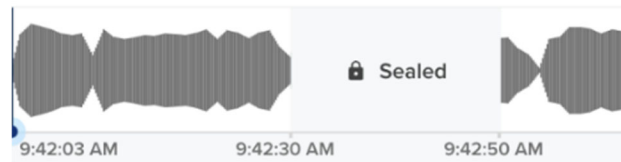
There are also commands available to control the video aspect of the recording:

4. Play or hide the video.
5. Make the video larger.
6. Expand the video to full screen.



ACCESS TO SEALED CONTENT

If the recording you ordered has content sealed by court order and you are not authorized to view it, the waveform and speech-to-text will visually indicate content that may be inaccessible to you:



HOW SOON WILL I RECEIVE MY ORDER?

Once submitted, the order will be reviewed by the court. Most orders are approved within 24 hours but in some cases it may take up to three business days.

Whether approved, denied, or if more information is necessary, you will receive an email notification. Approved orders will appear in **My Orders**.

QUESTIONS?

Please contact our Public Information Office: MCJC_Comm@jbazmc.maricopa.gov.