

### **Requesting a Transcript**

To request a transcript of a Court Hearing, it is necessary to complete a Transcript Order form. This form is located on the Court's website in a fillable PDF format ([click here](#)). After completing the form, all attorneys are required to file the form electronically in CM/ECF. Under either the Bankruptcy or Adversary heading in CM/ECF there is a link for Transcript. Within the Transcript category, there is an event Request for Transcript. The Transcript Order is attached at the browse screen and a link is made to the matter(s) set for hearing. **NOTE:** For Chapter 11 Mega Cases, the event to use in CM/ECF to request a transcript is Request for Transcript – Mega Case. The transcription company will provide an estimate of the cost of the transcript. All payments for transcripts will be made to the transcription company. **NOTE:** If a party wants a copy of a transcript, after another party has already requested that transcript, do not fill out the Transcript Order form. The Court or the transcription company should be contacted directly to order a first copy of the transcript. **NOTE:** The Court does not process transcripts of Section 341 Meetings before a Trustee. Any questions regarding transcripts of a Section 341 Meeting must go to the Office of the United States Trustee.

### **Requesting an Audio Recording**

To request an audio recording of a Court Hearing, it is necessary to complete an Audio Recording Order form. This form is located on the Court's website in a fillable PDF format ([click here](#)). After completing the form, the form should either be filed at the Counter of the Court or sent through the mail to the Court. If requesting the CD be sent by mail, a padded self-addressed envelope should be provided to the Court. There is a fee associated with obtaining a copy of the audio recording. The Filing Fees link on the Court's website should be reviewed ([click here](#)). The Audio Recording can be listened to at the Counter for free but it is still necessary to complete the Audio Recording Order form. To listen to the CD away from the Court, it is necessary to download the FTR Player ([click here](#)). It is a requirement to have Microsoft Windows to run the FTR Player. **NOTE:** Recordings of Court Hearings will not play on other media devices other than the FTR Player.