

E.D.N.C. Local form		UNITED STATES BANKRUPTCY COURT, EASTERN DISTRICT OF NORTH CAROLINA	
CD ORDER FORM			
<i>Read Instructions on Next</i>			
1. NAME		2. PHONE NUMBER	3. DATE
4. MAILING ADDRESS		5. CITY	6. STATE 7. ZIP CODE
8. CASE NUMBER	9. CASE NAME	DATES OF PROCEEDINGS	
		10. FROM	11.
12. PRESIDING JUDGE		LOCATION OF PROCEEDINGS	
		13.	14.
15. ORDER FOR <input type="checkbox"/> BANKRUPTCY CASE <input type="checkbox"/> ADVERSARY PROCEEDING <input type="checkbox"/> TRIAL <input type="checkbox"/> OTHER (Specify)			
16. CD REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which duplicate CD(s) are requested.)			
PORTION (S)	DATE(S)	PORTION(S)	DATE(S)
<input type="checkbox"/> ENTIRE PROCEEDING			
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)			
<input type="checkbox"/> OPENING STATEMENT			
<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)			
<input type="checkbox"/> CLOSING ARGUMENT (Defendant)			
<input type="checkbox"/> OPINION OF COURT			
<input type="checkbox"/> TESTIMONY (Specify Witness)			
<input type="checkbox"/> OTHER (Specify)			
17. ORDER			
<input type="checkbox"/> I request this CD to be recorded in .wav format for playback in a standard CD player. (larger file, less data)	NO. CDS	NO. COPIES	COSTS
<input type="checkbox"/> I request this CD to be recorded in .mp3 format for playback on my computer or newer mp3 playback device. (smaller files, more data)			
Current CD recording technology allows only 74 minutes of recorded information per CD. If your request is for more than 74 minutes, it will be recorded to multiple CDs.			
CERTIFICATION (18. & 19.) By signing below, I certify that I will pay all charges (deposit plus additional) upon completion of the order.	ESTIMATE TOTAL		
18. SIGNATURE	19. DATE		
PROCESSED BY	PHONE NUMBER		
ORDER RECEIVED	DATE	BY	DEPOSIT PAID
DEPOSIT PAID	TOTAL CHARGES		
CD DUPLICATED	LESS DEPOSIT		
CD MAILED TO PARTY	TOTAL REFUNDED		
ORDERING PARTY NOTIFIED TO PICK UP CD	TOTAL DUE		

INSTRUCTIONS

GENERAL

Use. Use this form to order duplicate CDs of proceedings. Complete a separate order form for each case number for which CDs are ordered.

Completion. Complete Items 1-19. Do *not* complete shaded areas which are reserved for the court's use.

Order Copy. Keep a copy for your records.

Mailing or Delivering to the Court. Mail or deliver two copies to the Office of the Clerk of Court.

Deposit Fee. For orders of 20 or more CDs, the court will notify you of the amount of the required deposit fee which may be mailed or delivered to the court. Upon receipt of the deposit, the court will process the order.

Delivery Time. Delivery time is computed from the date of receipt of the deposit fee (if requested, otherwise computed from the court's receipt date).

Completion of Order. The court will notify you when the CDs are completed.

Balance Due. If the deposit fee was insufficient to cover all charges, the court will notify you of the balance due which must be paid prior to receiving the completed order.

SPECIFIC

Items 1-19. These items should always be completed.

Item 8. Only one case number may be listed per order.

Item 15. Place an "X" in each box that applies.

Item 16. Check specific portion(s) and list specific date(s) of the proceedings for which a copy is requested.

Item 17. Place an "X" in each box that applies. Indicate the number of additional copies ordered.

Item 18. Sign in this space to certify that you will pay all charges upon completion of the order. (This includes the deposit plus any additional charges.)

Item 19. Enter the date of signing.

Shaded area reserved for the court's use.