

**TRANSCRIPT ORDER FORM**

*Read Instructions on Back:*

1. NAME	2. PHONE NUMBER	3. DATE
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4. MAILING ADDRESS (Include city, state, zip code)	5. EMAIL ADDRESS:
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6. CASE NUMBER	7. JUDGE PRESIDING
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8. CASE NAME	9. DATE OF PROCEEDING	10. LOCATION OF PROCEEDING
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11. TRANSCRIPT ORDER FORM

BANKRUPTCY CASE  ADVERSARY PROCEEDING

12. TRANSCRIPT REQUESTED (Specify portion and date(s) of proceeding for which transcript is requested)

PORTION(S)	DATE(S)
<input type="checkbox"/> ENTIRE PROCEEDING	
<input type="checkbox"/> OPINION OF COURT	
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)	
<input type="checkbox"/> OPENING STATEMENT (Defendant)	
<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)	
<input type="checkbox"/> CLOSING ARGUMENT (Defendant)	
<input type="checkbox"/> WITNESS TESTIMONY (Specify name of witness)	
<input type="checkbox"/> WITNESS TESTIMONY (Specify name of witness)	

**13. ORDER**

CATEGORY	ORIGINAL (Includes Free E-Transcript for the Court)	ADDITIONAL COPIES
ORDINARY	<input type="checkbox"/>	<input type="checkbox"/>
14-DAY TRANSCRIPT	<input type="checkbox"/>	<input type="checkbox"/>
EXPEDITED	<input type="checkbox"/>	<input type="checkbox"/>
DAILY	<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATION (14 & 15)**

By signing below, I certify that I will pay all charges.

14. SIGNATURE

15. DATE

ORDER RECEIVED	DATE
TRANSCRIPT ORDERED	DATE
TRANSCRIPT RECEIVED	DATE

## INSTRUCTIONS GENERAL

**Use.** Use this form to order transcript of proceeding. Complete a separate order form for each case number for which transcript is ordered.

**Completion.** Complete Items 1-15. Do *not* complete shaded areas which are reserved for the court's use.

**Order Copy.** Keep a copy for your records.

**Submitting to the Court.** Mail, fax, e-mail, or upload via docket entry in CM/ECF (Request for Transcript of Hearing/Trial).

**Deliver Time.** Delivery time is computed by the transcription company from the date of receipt of the order.

**Completion of Order.** The transcription company will notify you when the transcript is completed.

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

## SPECIFIC

Items 1-14. These items should always be completed.

Item 6. Only one case number may be listed per order.

Item 11. Place an "X" in each box that applies.

Item 12. Place an "X" in the box for portion requested. List specific date(s) of the proceeding for which transcript is requested. Be sure that the description is clearly written to facilitate processing.

Item 13. *Categories.* Only four (4) categories of transcripts may be ordered. These are:

Ordinary. A transcript to be delivered within thirty (30) calendar days after receipt of an order. \$3.65 per page.

14-Day Transcript. A transcript to be delivered within fourteen (14) calendar days after receipt of order. \$4.25 per page.

Expedited. A transcript to be delivered within seven (7) calendar days after receipt of an order. \$4.85 per page.

Daily. A transcript to be delivered within 24 hours after receipt of an order. \$6.05 per page.

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

Original. Original typing of the transcript. An original must be ordered and prepared prior to the availability of copies. The original fee is charged only once. The fee for the original includes the free e-transcript for the court.

Additional Copies. All other copies of the transcript ordered by the same party.

Item 14. Sign in this space to certify that you will pay all charges. (This includes the deposit plus any additional charges.)

Item 15. Enter the date of signing.

Shaded Area. Reserved for the court's use.