

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 1-14. Do *not* complete shaded areas which are reserved for the court's use.

Order Copy. Keep a copy for your records.

Submission to the Court. Upload via docket entry in CM/ECF (Bankruptcy Events/Miscellaneous/Request for CD of hearing/trial). Alternatively, you may mail, fax or e-mail a copy to the Clerk's Office of the United States Bankruptcy Court, to the attention of the Electronic Court Administrator.

Fee. There is a \$31.00 charge per CD requested. Electronic requests require payment online through pay.gov. Submissions received by mail, fax or e-mail should complete Box 13 on page 1 of this form. Please remit funds in the form of a money order, cashier's check, or firm check made payable to the United States Bankruptcy Court. If the fee submitted was insufficient to cover all charges, the court will notify you of the balance due which must be paid prior to receiving the completed CDs.

Delivery Time. Delivery time is computed from the date of receipt of the fee.

Completion of Order. Upon completion the court will mail CDs by first class mail to the address provided via the United States Postal Service.

SPECIFIC

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

Item 5. Only one case number may be listed per order form.

Item 10. Place an "X" in each box that applies.

Item 11. Check specific portion(s) and list specific date(s) of the proceedings for which a copy is requested.

Item 12. Place an "X" in each box that applies. Indicate the number of additional copies ordered.

Item 13: Not required if CD request is submitted via CM/ECF.

Item 14. Sign in this space to certify that all charges have been paid.

Item 15. Enter the date of signing.

Shaded area reserved for the court's use.