

# United States Bankruptcy Court

## Northern District of Mississippi

### INSTRUCTIONS FOR REQUESTING A TRANSCRIPT

USE Use the form entitled *TRANSCRIPT OR AUDIO FILE REQUEST* and indicate that you are requesting a transcript. Complete a separate order form for each case or adversary proceeding number for which a transcript is being requested.

FEE \$30.00 for reproducing an audio recording of a court proceeding. (The audio file is then sent by the court to a transcriber who will contact you to make separate financial arrangements to obtain a copy of the completed transcript). Requests filed electronically require payment on-line by credit card at the time of filing. Other requests must be accompanied by check or money order made payable to "Clerk, U.S. Bankruptcy Court". (*Pursuant to Miss. Bankr. L.R. 5001-1(f), checks or credit cards of the debtor will not be accepted.*)

### SUBMITTING REQUEST

ECF Filers: Submit the request form and pay the fee electronically via the correct CM/ECF docket event:

If a bankruptcy case: Bankruptcy > Other > Transcript/Audio File Request

If an adversary proceeding: Adversary > Other > Transcript/Audio File Request

Non-ECF Filers: Submit the request form and fee via mail or hand deliver to the following address:

Clerk, U.S. Bankruptcy Court  
Northern District of Mississippi  
Thad Cochran U.S. Bankruptcy Courthouse  
703 Highway 145 North  
Aberdeen, MS 39730

DELIVERY: The transcriber will contact you regarding delivery.

# United States Bankruptcy Court

## Northern District of Mississippi

### **INSTRUCTIONS FOR REQUESTING AN AUDIO RECORDING OF A COURT PROCEEDING**

**USE** Use the form entitled *TRANSCRIPT OR AUDIO FILE REQUEST* and indicate that you are requesting a copy of an audio file. Complete a separate order form for each case or adversary proceeding number for which an audio file is being requested.

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Northern District of Mississippi  
Senator Thad Cochran U.S. Bankruptcy Courthouse  
703 Highway 145 North  
Aberdeen, MS 39730

**DELIVERY:** The audio file will be sent to you as an attachment to an email communication. Your CM/ECF email address will be used by default unless otherwise requested. In limited circumstances (for example, no access to email), the audio file may be burned to a CD and mailed to the requesting party. If you want the audio file emailed to an alternate address different than your CM/ECF address or you want a CD mailed to you, please indicate so on the "Comments" section of the request form.