



**UNITED STATES BANKRUPTCY COURT**  
CENTRAL DISTRICT OF CALIFORNIA

ORDER No. \_\_\_\_\_

**TRANSCRIPT ORDER FORM**

CHAPTER \_\_\_\_\_

APPEAL? ☐ Yes ☐ NoAPPEAL No. \_\_\_\_\_  
(if known)

(File this form on the related case docket)

Ordering Party's Name: \_\_\_\_\_ Attorney Bar# \_\_\_\_\_

Law Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Person to Contact (If Judge-ordered: Transcriber to contact Procurement\*\*): \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Bankruptcy Case #: \_\_\_\_\_ Adversary Proceeding #/MP #: \_\_\_\_\_

Date of Hearing (complete a SEPARATE form for EACH hearing date): \_\_\_\_\_ Time: \_\_\_\_\_

Debtor: \_\_\_\_\_

Adversary Proceeding Name: \_\_\_\_\_ vs. \_\_\_\_\_

Hearing Judge: \_\_\_\_\_ Courtroom #: \_\_\_\_\_

**TRANSCRIBER:** \_\_\_\_\_ **ALTERNATE:** \_\_\_\_\_

(Select from the Court-approved list of Transcription Service Providers. This provider will contact you regarding payment)

**341(a) MEETING OF CREDITORS:** The Meeting of Creditors is recorded by the Trustee. **DO NOT USE THIS FORM.** For [341\(a\) Recording Request Procedures](#), visit the U.S. Trustee website [www.justice.gov/ust/r16](http://www.justice.gov/ust/r16)

**Transcript Type:** **NOTE:** The Court is not responsible for determining if a hearing has been previously transcribed. Check the [case docket](#) to determine if a filed transcript already exists or is being transcribed before filing this form.

**Copy of Existing Transcript:** Contact the transcriber directly for a copy.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Ordinary (30 days) | <input type="checkbox"/> 3 Days           | <input type="checkbox"/> Entire Hearing                 |
| <input type="checkbox"/> 14 Days            | <input type="checkbox"/> Daily (24 hours) | <input type="checkbox"/> Ruling/Opinion of Judge only   |
| <input type="checkbox"/> 7 Days             |   | <input type="checkbox"/> Testimony of Witness _____     |
|   |   | <input type="checkbox"/> Other* _____ (name of witness) |

\*Special Instructions: \_\_\_\_\_

**Transcript due dates** are computed from the date the deposit is received by the Transcriber. The cost of a transcript varies for each type. See *Transcript Ordering Instructions*, **Transcript Costs/Forms of Payment**.

**TO BE COMPLETED BY THE COURT**☐ **Judge Ordered Transcript\*\*:** Clerk must **docket this form**; CM/ECF will automatically notify Procurement.Date Request Filed: \_\_\_\_\_ Date Sent to Transcriber: \_\_\_\_\_ By ☐ FDS ☐ Mail ☐ Messenger

Digital Recording (or Analog Tape Recording)

(Tape #:\_\_\_\_) Time Start (Index #): \_\_\_\_\_ Time End (Index #): \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

(Tape #:\_\_\_\_) Time Start (Index #): \_\_\_\_\_ Time End (Index #): \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

Court Recorder: \_\_\_\_\_ Division: \_\_\_\_\_ Processed by: \_\_\_\_\_

**\*\*TRANSCRIBER INSTRUCTIONS****Judge-ordered transcripts:** email price quote & invoice to [procurement@cacb.uscc](mailto:procurement@cacb.uscc)