TRANSCRIPT ORDERING INSTRUCTIONS

TRANSCRIPT REQUESTS

A separate form must be completed for **each** hearing date requested. The two types of transcript orders are:

- **Ordinary Basis: 30** working days
- **Expedited Basis: 7** working days

Note: The Court does not accept fax or telephonic requests.

TRANSCRIPT PROCESSING

Once a request for a transcript has been received, the required deposit will be calculated; and the ordering party will be notified as to this amount by telephone. After the deposit is received, the transcript order will be processed by a court clerk and forwarded to the transcription agency which will then mail the completed transcript directly to the ordering party, Transcripts may not be picked up at the Court. Original transcripts will be sent to the ordering party within the number of working days designated above.

FORMS OF PAYMENT

Transcription agencies accept cashier's checks, U.S. Postal Service money orders, and law firm checks all made payable to the transcription agency. Checks from attorneys must include a valid State of California Bar identification number. Personal checks are not accepted.

Requests for transcripts and payments should be submitted to:

DIVISION	ADDRESS
Los Angeles	United States Bankruptcy Court 255 E. Temple Street, Suite 940 Los Angeles, CA 90012 Attn: Transcript Orders (Appropriate Court Recorder's Name)
Northern	United States Bankruptcy Court 1415 State Street Santa Barbara, CA 93101 Attn: Transcript Orders (Appropriate Court Recorder's Name)
Riverside	United States Bankruptcy Court 3420 Twelfth Street Riverside, CA 92501-3819 Attn: Transcript Orders (Appropriate Court Recorder's Name)
San Fernando Valley	United States Bankruptcy Court 21041 Burbank Boulevard Woodland Hills, CA 91367 Attn: Transcript Orders (Appropriate Court Recorder's Name)
Santa Ana	United States Bankruptcy Court Ronald Reagan Federal Building & US Courthouse 411 West Fourth Street Santa Ana, CA 92701-4593 Attn: Transcript Orders (Appropriate Court Recorder's Name)

Should you have additional questions, please contact the following court recorder:

Judge	Division	Court Recorder	Telephone Number
Hon. A. Ahart	LA	Yvonne Gooch-Carter	213-894-1486
Hon. T. Albert	SA	Denise Bustillos	714-338-5381
Hon. S. Bluebond	LA	Sandra Queen	213-894-1480
Hon. S. Bufford	LA	Christelle Knox	213-894-3303
Hon. E. Carroll	LA	Nancy Vandensteen	213-894-6498
Hon. P. Carroll	RV	John Craig	951-774-1097
Hon. T. Donovan	LA	Wanda Toliver	213-894-5011
Hon. M. Goldberg	RV	Rita Cargill	951-774-1085
Hon. M. Jury	RV	Janna Tolleson	951-774-1091
Hon. V. Kaufman	LA	Linda Paredes	213-894-3720
Hon. R. Kwan	SA	Elizabeth Steinberg	714-338-5370
Hon. G. Mund	SV	Kathy Ogier	818-587-2853
Hon. D. Naugle	RV	Janna Tolleson	951-774-1091
Hon. R. Neiter	LA	Sonny Milano	213-894-1485
Hon. R. Riblet	ND	Kam Rust	805-884-4873
Hon. E. Robles	LA	Earnestine Walter	213-894-6233
Hon. B. Russell	LA	Pat Mendoza-Espinoza	213-894-7202
Hon. E. Smith	SA	Rick Reid	714-338-5361
Hon. K. Thompson	SV	Julie Cetulio	818-587-2820
Hon. M. Tighe	SV	LaTanya Marshall	818-587-2816
Hon. V. Zurzolo	LA	Sandra Peters	213-894-3150

UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA

ORDER NO. _____

CHAPTER _____

APPEAL _____

TRANSCRIPT ORDER FORM

Ordering Party's Name: _____ Attorney Bar# _____

Firm: _____

Mailing Address: _____

_____

_____

Telephone: ( ) _____ Person to Contact: _____

Bankruptcy Case #: _____ Adversary Motion #: _____

Date of Proceedings: _____ Time: _____

Debtor: _____

Case Name: _____ vs. _____

Presiding Judge: _____ Courtroom #: _____

NOTE: All due dates are computed from the date the deposit is received in the Clerk's Office. A Transcript Order Form must be completed for each hearing date requested.

Transcript Ordered: ( ) Full ( ) Partial
( ) Ordinary ( ) Expedited
( ) Copy Only ( ) Number of Copies _____

TO BE COMPLETED BY THE COURT RECORDER

Dated Request Received: _____ Estimated Pages: ____ Deposit Required: $_____

Quote Given to: _____ Date Quoted: _____ Quoted by: _____

Digital Recording
Time Start: _____ Time End: _____ Time Start: _____ Time End: _____
Analog Tape Recording
Tape # _____ Index # _____ to _____ Tape # _____ Index # _____ to _____

Date Deposit Received: _____ Due Date: _____

Transcription Company: _____ Date Sent: _____

Court Recorder: _____ Processed by: _____

Date Completed Transcript Received: _____

Revised September 2007

TO BE COMPLETED BY THE TRANSCRIPTION SERVICE

Place comments regarding recording material on this page and return this form with the completed transcript, audio, and logs to:

( ) COURT RECORDERS
U. S. Bankruptcy Court
255 East Temple Street
Los Angeles, CA 90012

( ) COURT RECORDERS
U. S. Bankruptcy Court
411 West Fourth Street
Santa Ana, CA 92701

( ) COURT RECORDERS
U. S. Bankruptcy Court
21041 Burbank Boulevard
Woodland Hills, CA 91367

( ) COURT RECORDERS
U. S. Bankruptcy Court
3420 Twelfth Street
Riverside, CA 92501

( ) COURT RECORDERS
U. S. Bankruptcy Court
1415 State Street
Santa Barbara, CA 93101

The transcriber is to use the following space to evaluate the audio and logs received with this order.

EVALUATION	VERY GOOD	SATISFACTORY	POOR
Sound quality			
Log legibility			
Log completeness			

Comments and suggestions for Court Recorder operator:

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