

TRANSCRIPT ORDERING INSTRUCTIONS

TRANSCRIPT REQUESTS

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

- **Ordinary:** A transcript to be delivered within thirty (30) calendar days after receipt of the deposit.
- **14 Days:** A transcript to be delivered within fourteen (14) calendar days after receipt of the deposit.
- **Expedited:** A transcript to be delivered within seven (7) calendar days after receipt of the deposit.
- **Daily:** A transcript to be delivered within 24 hours after receipt of the deposit.

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 after the deposit is received by the transcription company.

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	SV	Victoria Briggs	818-587-2821
Hon. T. Albert	SA	Sally Daniels	714-338-5306
Hon. C. Bauer	RS	Rita Cargill	951-774-1085
Hon. N. Bason	LA	Dawnette Francis	213-894-1539
Hon. S. Bluebond	LA	Sandra Peters	213-894-3150
Hon. J. Brand	LA	William Kaaumoana	213-894-1437
Hon. E. Carroll	LA	Leslie Schramm	213-894-1295
Hon. P. Carroll	LA ND	Earnestine Walter Ryan Zick	213-894-6233 805-884-4883
Hon. S. Clarkson	SA RS	Sally Daniels John Craig	714-338-5306 951-774-1097
Hon. T. Donovan	LA	Wanda Toliver	213-894-5011
Hon. W. Johnson	RS	Yvonne Gooch-Carter	951-774-1068
Hon. M. Jury	RV	Janna Tolleson	951-774-1091
Hon. V. Kaufman	LA	Sabina Bever	818-587-2875
Hon. S. Klein	LA	Sandra Queen	213-894-1480
Hon. R. Kwan	SA	Sally Daniels	714-338-5306
Hon. G. Mund	SV	Ani Najarian	818-587-2820
Hon. R. Neiter	LA	Tren Castro	213-894-0804
Hon. R. Riblet	ND	Kam Rust	805-884-4873
Hon. E. Robles	LA	Valerie Moody	213-894-3696
Hon. B. Russell	LA	Pat Mendoza-Espinoza	213-894-7202
Hon. D. Saltzman	RS	Cynthia Jeanmarie	951-774-1075
Hon. E. Smith	SA	Rick Reid	714-338-5361
Hon. M. Tighe	SV	Johanne Remy	818-587-2866
Hon. M. Wallace	SA RS	Nickie Bolte John Craig	714-335-5378 951-774-1097
Hon. V. Zurzolo	LA	James Le	213-894-4857

UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA

ORDER NO. _____

CHAPTER _____

TRANSCRIPT ORDER FORM

APPEAL _____

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: () Ordinary () Partial
() Copy Only () Expedited
() 14 Days () Daily
() 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: _____

