

## Audio Recordings of Court Proceedings Ordering Information

When parties request audio recordings of court proceedings, the information is provided on a compact disc (CD). The Judicial Conference has set the cost of each CD at \$30.00.

Audio requests may be ordered in one of three formats, **FTR Gold**, **Windows Audio**, or **Audio CD**. A description of each format is below:

1. **FTR Gold** - This format must be played using *TheRecord Player™* available as a free download from, [www.fortherecord.com](http://www.fortherecord.com). Audio in this format allows the user to navigate through the recording using time references from the actual hearing. One day's hearings will fit onto one CD in this format.
2. **Windows Audio** - This format plays on standard PC media players installed on most computers. One day's hearings will fit onto one CD in this format.
3. **Audio CD** - This is a generic format that will play on most CD-R and CD-RW compatible players. Select this option if the audio will be played in a vehicle or on a personal CD player. This format produces a larger file and can hold a maximum of 70 minutes of audio. Therefore, a 90-minute hearing using this format will be on two CDs at a cost of \$60.00. **It is important to note, this is the only format that is compatible with Apple or Mac computers.**

The Central District converted to digital recording in 2004. Orders for audio recordings of court proceedings held prior to 2004, will be provided in a cassette tape format. Fees for each cassette tape is also set at \$30.00. Questions regarding audio recordings may be directed to the Clerk's Office staff at the phone numbers below.

Division	Contact Numbers
Los Angeles	(213) 894-3150
Riverside	(951) 774-1085
Santa Ana	(714) 338-5361
Northern	(805) 884-4873
San Fernando Valley	(818) 587-2833



**United States Bankruptcy Court  
Central District of California**



**Audio Recording of Court Proceedings Order Form**

<p><b>Ordering Party: Name, Address, and Telephone Number</b></p> <p>Name _____</p> <p>Firm _____</p> <p>Address _____</p> <p>City, State, Zip _____</p> <p>Phone _____</p>	<p><b>Case/Debtor Name:</b> _____</p> <p><b>Case Number:</b> _____ <b>Chapter No.:</b> _____</p> <p align="center"> <input type="checkbox"/> <b>Bankruptcy</b>      <input type="checkbox"/> <b>Adversary</b> </p> <p><b>Presiding Judge</b> _____</p>
---	--

**Hearing Information:** (A separate form must be completed for **each** hearing date requested)

**Date of Hearing:** \_\_\_\_\_ **Time of Hearing:** \_\_\_\_\_ **Calendar Matter Number:** \_\_\_\_\_  
 (Use one form for each hearing date.)

Do you want a recording of the  entire hearing  ruling, or  part of a hearing. If you want a recording of only part of the hearing, please indicate which part below:  
 \_\_\_\_\_

**Number of Copies Requested:** \_\_\_\_\_

**Format:** Please select desired format.

- CD - FTR Gold format** requires *TheRecord Player™* available as a free download from [www.fortherecord.com](http://www.fortherecord.com).
- CD - Windows Audio format** will play using standard software installed on most computers.
- CD - Audio CD format** (generic format) can be played on most CD-R and CD-RW compatible players designed to play music. **This is the only format which is compatible with Apple or Mac computers.**

**Cost**

The cost for one compact disc (CD) or one cassette tape is \$30.00. A deposit of \$30.00 is required for each hearing date before an audio request may be processed. Audio requests are ordinarily completed within two business days from receipt of the deposit. The ordering party will be notified by telephone when the audio request is ready. If additional fees are required, the ordering party will be notified. Payment of additional fees is required prior to picking up the completed order.

<p><b>Signature of Ordering Party:</b></p> <p>_____ Date: _____</p> <p>By signing, I certify that I will pay all charges upon completion of the audio recording request.</p>			<p><b>Pick-up Verification:</b></p> <p>_____ Date: _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"># Media Duplicated _____</td> <td style="width:50%;">Total Cost: \$ _____</td> </tr> </table>		# Media Duplicated _____	Total Cost: \$ _____
# Media Duplicated _____	Total Cost: \$ _____					
Order Received	Date	By	Deposit Paid			
Deposit Paid			Total Charges			
Audio Duplicated			Less Deposit			
Party Notified to Pick-up			Total Due			

**Cashier Verification:**

Receipt Number \_\_\_\_\_

Stamp \_\_\_\_\_ (Seal)