

# Audio Recording of Court Proceedings Order Form Instructions

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 \$32.00**. Payment 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 payment. **The ordering party will be notified by telephone when the audio request is ready for pick up. CD's will be mailed if postage paid envelope is provided.**

## **PERSONAL USE:**

Audio requests provided on compact discs (**CDs**) may be purchased from the Court in lieu of a transcript **for personal use only and are not the official record**. **The official record of court proceedings can only be obtained in the form of a transcript through a court-approved Transcription Service Provider from materials provided to that transcriber by the court** (see Court Manual, section 1.14, Audio Recordings of Court Proceedings Ordering Information and section 1.15, Transcript Ordering Instructions at <http://www.cacb.uscourts.gov/court-manual>). A Transcript Order Form may be obtained at <http://www.cacb.uscourts.gov/transcripts>.

## **FEE EXCEPTIONS:**

- U.S. Government Agencies are exempt from paying a fee for an audio CD.
- All other requests for audio CDs require a fee, unless the fee is waived by Court Order (attach a copy of the Court Order to the *Audio CD of Court Proceedings Request Form*).

## **341(a) MEETING OF CREDITORS:**

The Meeting of Creditors is recorded by the Trustee. The Court does not keep or provide a copy of the recording. For [341\(a\) Recording Request Procedures](#), visit the U.S. Trustee website [www.justice.gov/ust/r16](http://www.justice.gov/ust/r16).

## **FILE THE ORDER FORM**

Parties with an ECF account must file the Audio Recording of Court Proceedings Order Form in CM/ECF on the related case docket. Use docket event "[Request for CD of Court Proceedings \(Fee\)](#)." As with all ECF filings, the completed PDF Order Form must be "flattened" before electronically filing through ECF ([click here to view the flattening procedure](#)). Self-represented litigants and parties without an ECF account may hand-deliver or mail the form to the division where the hearing was held.

Questions regarding audio recordings of bankruptcy court hearings may be directed to the Court's Call Center [online chat](#) or toll free number (855) 460-9641. The Court does not accept audio recording requests via fax, email or telephone.

**COURT LOCATIONS**

Self-represented litigants and parties without an ECF account may hand-deliver or mail the Audio Recording of Court Proceedings Order Form to the division where the hearing was held.

<b>*DIVISION</b>	<b>ADDRESS</b>
<b>Los Angeles (LA)</b>  (855) 460-9641	United States Bankruptcy Court 255 E. Temple Street Suite 940 Los Angeles, CA 90012
<b>Northern (ND)</b>  (855) 460-9641	United States Bankruptcy Court 1415 State Street Santa Barbara, CA 93101
<b>Riverside (RS)</b>  (855) 460-9641	United States Bankruptcy Court 3420 Twelfth Street Riverside, CA 92501
<b>San Fernando Valley (SV)</b>  (855) 460-9641	United States Bankruptcy Court 21041 Burbank Boulevard Woodland Hills, CA 91367
<b>Santa Ana (SA)</b>  (855) 460-9641	United States Bankruptcy Court 411 West Fourth Street Santa Ana, CA 92701

**\*NOTE: The Court does not accept audio recording requests via fax, email or telephone.**



## United States Bankruptcy Court Central District of California

### Audio Recording of Court Proceedings Order Form

#### Ordering Party Information

Name: \_\_\_\_\_  
 Firm/Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 eMail: \_\_\_\_\_

U.S. Government Agency?  Yes  No

Chapter Trustee?  Yes  No

#### Case Information

Case/Debtor Name: \_\_\_\_\_

Case Number: \_\_\_\_\_ Chapter: \_\_\_\_\_

Bankruptcy case  Adversary case

Presiding Judge: \_\_\_\_\_

Case/Hearing Under Seal?  Yes  No

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

Date of Hearing: \_\_\_\_\_ Time of Hearing: \_\_\_\_\_ Location: \_\_\_\_\_ Calendar Matter Number: \_\_\_\_\_  
 (ONE hearing date)

Number of CDs Requested for this One Hearing (\$32.00 each): \_\_\_\_\_

**Format:** Please select desired format.

- CD - FTR Gold format** requires *FTR Player™* available as a free download from [www.fortherecord.com](http://www.fortherecord.com). FTR format allows the listener to navigate through the recording using real-time references from the hearing.
- CD - Windows Media Audio format** will play using standard media players on Windows-compatible computers.
- CD - MP3 format** will play on Windows or Apple/Macintosh ("Mac") computer and most CD-R and CD-RW compatible players designed to play music.

**Cost:**

The cost for one compact disc (CD) is **\$32.00**. Payment 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 payment. The ordering party will be notified by telephone when the audio request is ready for pick up. CD's will be mailed if postage paid envelope is provided.

**U.S. Government Agencies including the U.S. Trustee are exempt from paying the fee.\***

**Fee may be waived with Court-Approved Fee Waiver Order (attach the Court Order to this form).\*\***

#### THIS SECTION COMPLETED BY CLERK'S OFFICE

	Date	By	Number of Media Duplicated	
Audio CD Request Received			*U.S. Government/U.S. Trustee - Fee Exempt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Audio CD Duplicated			**Fee Waiver (Court Order attached)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Party Notified for Pick-up			Total Cost	\$
Picked up by Ordering Party			Fee Paid	\$
Mailed to Ordering Party			Cashier Receipt Number	