



UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF ALABAMA

Instructions for Requesting Transcripts

To order a written transcript, please contact the Clerk's Office at (334) 954-3800 and request to speak to an Electronic Court Recorder Operator (ECRO). The ECRO will request the following information:

- Case Number
- Date of Proceedings
- Judge's Name
- Requested date of transcript (30-Days, 14-Days, or 7-Days)

Next, the ECRO will review the proceedings to determine the approximate number of pages. The ECRO will call back with an estimate of the transcript costs.

After the ECRO calls back, go to www.almb.uscourts.gov, and under Quick Links, click on Transcripts. Follow the instructions from there. Upon completion, mail the completed form to the Clerk's Office, U.S. Bankruptcy Court, Middle District of Alabama, One Church Street, Ground Floor, Montgomery, AL 36104, or fax the completed form to (334) 954-3819.

The transcription services listed under Item 20 of the Transcript Order have been certified by the American Association of Electronic Reporters and Transcribers (AAERT) or provisionally approved by the Administrative Office*. Please place a checkmark in the box for the transcriber you select.

In order to obtain a copy of audio proceedings, fill out Form AO436 Tape Order located on the court's website, www.almb.uscourts.gov, under "Forms." This form may be mailed to the Clerk's Office or faxed to (334) 954-3819. The fee for the audio copy of proceedings is \$31.00.

*While the Judicial Conference does not permit the AO to maintain a central listing of certified transcribers, a court may keep a local list of transcribers certified by AAERT or provisionally approved by the AO. (*Guide to Judiciary Policy, Chapter 3, Section 380.20*)