

**TRANSCRIPT ORDER**

1. NAME		2. PHONE NUMBER		3. DATE	
4. MAILING ADDRESS			5. CITY		6. STATE
8. CASE NUMBER		9. JUDGE		DATES OF PROCEEDINGS	
		10. FROM		11. TO	
12. CASE NAME			LOCATION OF PROCEEDINGS		
		13. CITY		14. STATE	
15. ORDER FOR <input type="checkbox"/> APPEAL <input type="checkbox"/> IN FORMA PAUPERIS <input type="checkbox"/> BANKRUPTCY <input type="checkbox"/> OTHER (Specify)					

16. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested)

PORTIONS	DATE(S)	PORTION(S)	DATE(S)
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)		<input type="checkbox"/> TESTIMONY (Specify Witness)	
<input type="checkbox"/> OPENING STATEMENT (Defendant)			
<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)			
<input type="checkbox"/> CLOSING ARGUMENT (Defendant)		<input type="checkbox"/> PRE-TRIAL PROCEEDING (Specy)	
<input type="checkbox"/> OPINION OF COURT			
		<input type="checkbox"/> OTHER (Specify)	

17. ORDER

CATEGORY	ORIGINAL (Includes Certified Copy to Clerk for Records of the Court)	FIRST COPY	ADDITIONAL COPIES	NO. OF PAGES ESTIMATE	COSTS
ORDINARY	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES		
14-Day	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES		
EXPEDITED	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES		

CERTIFICATION (18. & 19.) By signing below, I certify that I will pay all charges (deposit plus additional).			ESTIMATE TOTAL
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18. SIGNATURE	PROCESSED BY
19. DATE	PHONE NUMBER

20. TRANSCRIPT TO BE PREPARED BY	COURT ADDRESS
	United States Bankruptcy Court Middle District of Alabama One Church Street, Ground Floor Montgomery, AL 36104 (334) 954-3800

	DATE	BY	
ORDER RECEIVED			
DEPOSIT PAID			DEPOSIT PAID
TRANSCRIPT ORDERED			TOTAL CHARGES
TRANSCRIPT RECEIVED			LESS DEPOSIT
ORDERING PARTY NOTIFIED TO PICK UP TRANSCRIPT			TOTAL REFUNDED
PARTY RECEIVED TRANSCRIPT			TOTAL DUE

**DISTRIBUTION:**

COURT COPY    TRANSCRIPTION COPY    ORDER RECEIPT    ORDER COPY



**INSTRUCTIONS**

**Use.** Use this form to order transcript of proceedings. Complete a separate order form for each case for which transcript is ordered.

**Completion.** Complete Items 1 - 20. Do not complete shaded areas which are reserved for the court's use.

**Order Copy.** Keep a copy for your records.

**Mailing or Delivering to the Court.** Mail or deliver original to the court at:

U.S. Bankruptcy Court  
Middle District of Alabama  
One Church Street  
Montgomery, AL 36104

A transcript order may also be emailed to [almb\\_transcripts@almb.uscourts.gov](mailto:almb_transcripts@almb.uscourts.gov).

**Fee.** Contact the Clerk's Office at (334) 954-3800 to obtain an estimate of the amount of the fee. The fee should then be mailed to the transcription service that will be completing the order. The mailing address for the transcriptionist you select is located at Item 20. Upon receipt of the estimated fee, the transcription service will process the order.

**Delivery Time.** The delivery time is computed from the date of receipt of the estimated fee.

**Completion of Order.** The transcriptionist will email a copy of the transcript and then send the original by hard copy to the ordering party. The transcriptionist will also send a free copy to the court. The court will docket the transcript in CM/ECF.

**Balance Due.** If the estimated fee was insufficient to cover all charges, the transcriptionist will notify you of the balance due, which must be paid prior to receiving the completed order.

**Specific:**

**Items 1 - 20.** These items should always be completed.

**Item 8.** Only one case number may be listed per order.

**Item 15.** Place an "X" in each box that applies.

**Item 16.** Place an "X" in the box for each portion requested. List specific date(s) of the proceedings for which transcript is requested. Be sure the description is clearly written to facilitate processing. Orders may be placed for as few pages of transcript as are needed.

**Item 17.** Categories. Only three (3) categories of transcripts may be ordered. These are:

Ordinary. A transcript to be delivered within thirty (30) calendar days after receipt of an order.

14-Day Transcript. A transcript to be delivered within fourteen (14) calendar days after receipt of an order.

Expedited. A transcript to be delivered within seven (7) calendar days after receipt of an order.

**NOTE:** Full price may be charged only if the transcript is delivered within the required timeframe.

Number of Copies. Place an "X" in each box that applies. Indicate the number of additional copies ordered.

**Original.** Original typing of the transcript. An original must be ordered and prepared prior to the availability of copies. The original fee is charged only once. The fee for the original includes the free copy for the court.

**First Copy.** First copy of the transcript after the original has been prepared. All parties ordering copies must pay this rate for the first copy ordered.

**Additional Copies.** All other copies of the transcript ordered by the same party.

**Item 18.** Sign in this space to certify that you will pay all charges

**Item 19.** Enter the date of signing.

**Item 20.** The transcription services must be certified by the American Association of Electronic Reporters and Transcribers (AAERT) or provisionally approved by the Administrative Office. Please enter transcriber information in the box.

**Shaded Area.** Reserved for the court's use.

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**NOTICING REQUIREMENTS:** According to a memorandum dated June 2007 from the Administrative Office of the U.S. Courts, the party ordering the transcript is required to serve a copy of the form on all other parties, or otherwise notify all other parties that the transcript has been ordered.

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