

**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 ask 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

Next, go to our website, <https://www.almb.uscourts.gov>. Under Attorney Resources, click on Transcript Request. Follow the instructions from there. Mail the completed form to the clerk's office address at the bottom of this page or email it to almb_transcripts@almb.uscourts.gov.

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

If you want an audio copy of the proceedings, go to our website, <https://www.almb.uscourts.gov>. Under Forms, find Form AO436, Tape Order, and fill it out. Mail the completed form to the clerk's office address below or email it to almb_transcripts@almb.uscourts.gov. The fee for an audio copy is \$31.00.

The clerk's office address is:

**Clerk's Office
US Bankruptcy Court
One Church Street
Montgomery, AL 36104**