

**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

The ECRO will review the proceedings to determine the approximate the number of pages the transcript will be. The ECRO will call back with an estimate of the transcript cost.

After the ECRO calls back, go to <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 below or fax it 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 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.

To obtain a copy of audio proceedings, fill out Form AO436, Tape Order, located on the court's website, <https://www.almb.uscourts.gov>, under Forms. Mail the completed form to the clerk's office address below or fax it to (334) 954-3819. The fee for the audio copy is \$31.00.

Clerk's office address:

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