



**United States Bankruptcy Court
Western District of Washington**



Audio Recording of Court Proceedings Order Form

(Revised on: 4/16/20)

Note: You are ordering a recording of a hearing, not a transcript. All official court transcripts must be ordered from one of the court's approved transcription agencies, a listing of which can be found on our website at www.usbrkcy.wa.gov.

You Can Also Request an Audio Recording of Court Proceedings via ECF:

In ECF, click on the Bankruptcy menu followed by Other
 In the list of events, select the entry titled Audio Hearing Request
 Complete the prompts as appropriate
 Make a credit card payment when prompted (\$3F.00 per hearing)

<p>Ordering Party: <i>Email address is required</i></p> <p>Name _____</p> <p>Firm _____</p> <p>Address _____</p> <p>City, State, Zip _____</p> <p>Phone _____</p> <p>Email _____</p>	<p>Debtor(s) Name: _____</p> <p>Case Number: _____</p> <p><input type="checkbox"/> Bankruptcy <input type="checkbox"/> Adversary</p> <p>Presiding Judge _____</p>
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Hearing Information (A separate form must be completed for each hearing date requested.)

Date of Hearing: _____ **Time of Hearing:** _____

Do you want a recording of the entire calendar/trial? Yes No If No, please describe below:

Digital Audio Format

Audio will be made available for download in .WMA format, compatible with most media players, including the Windows Media Player.

Cost

The reproduction of an audio recording of a court proceeding is \$31, as prescribed by the Judicial Conference of the United States. A fee of \$31.00 is required for each audio request before processing. Audio requests are ordinarily completed within two business days from receipt of the fee. For same day service, please notify clerk when ordering. The ordering party will receive the download by email when the audio request is ready.

<p>Signature of Ordering Party: _____</p> <p>_____ Date: _____</p> <p>By signing, I certify that I will pay all charges upon completion of the audio recording request.</p>	<p>Request Completed By: _____</p> <p>_____ Date: _____</p>
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Mail Orders: Please send your check/money order along with this form to:

Seattle Cases: **United States Courthouse**
700 Stewart Street
Room 6301
Seattle, WA 98101

Tacoma Cases: **Union Station**
1717 Pacific Avenue
Suite 2100
Tacoma, WA 98402