



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



Audio Recording of Court Proceedings Order Form

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 at: <http://www.wawb.uscourts.gov/order-transcript>

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

1. In ECF, click on the Bankruptcy menu followed by Other
2. In the list of events, select the entry titled Audio CD Request
3. Complete the prompts as appropriate
4. Make a credit card payment when prompted (\$31.00 per CD)

<p>Ordering Party: Name, Address, and Telephone Number</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 CDs are produced in .WMA format and are compatible with most media players, including the Windows Media Player.

Cost

The cost for one compact disc (CD) is \$31.00, the fee prescribed by the Judicial Conference of the United States. A fee of \$31.00 is required for each audio CD before an audio request may be processed. 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 be notified by telephone or email when the audio request is ready.

<p>Signature of Ordering Party:</p> <p>_____ Date: _____</p>	<p>CD Created 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**