



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



Audio Recording of Court Proceedings Order Form

(Revised on: 12/2023)

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 <http://www.wawb.uscourts.gov>

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 Hearing Request
3. Complete the prompts as appropriate
4. Make a credit card payment when prompted (\$34.00 per hearing)

Ordering Party: *Email address is required*

Name _____
Firm _____
Address _____
City, State, Zip _____
Phone _____
Email _____

Debtor(s) Name: _____

Case Number: _____

☐ **Bankruptcy** ☐ **Adversary**

Presiding Judge _____

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 \$34.00, as prescribed by the Judicial Conference of the United States. A fee of \$34.00 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.

Signature of Ordering Party: _____

_____ Date: _____

By signing, I certify that I will pay all charges related to the production of this audio recording request.

Request Completed By: _____

_____ Date: _____

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