



This guide contains information regarding changes to CM/ECF events and procedures.

If you have any questions or need further assistance docketing events, contact the ECF Help Desk at (800) 442-6850.

**The effective date is February 3, 2025.**

<b>CM/ECF Changes &amp; Updates .....</b>	<b>2</b>
New Procedure for Transcript Requests .....	2



## CM/ECF Changes & Updates

*This section includes information regarding changes and updates to CM/ECF events, menus and the way the system processes information.*

### New Procedure for Transcript and Audio File Requests

#### Submission of Order Form

Parties may now submit the transcript and audio request form (BTXN191) via ECF. The completed request form must be docketed in ECF using the **Request for transcript and Request for audio file** events in ECF. A copy of the order form will be automatically forwarded to the appropriate office's transcript email address.

Only non-ECF filers should continue to submit the transcript request form by email.

Dallas & Wichita Falls: [dal\\_transcript@txnb.uscourts.gov](mailto:dal_transcript@txnb.uscourts.gov)

Fort Worth: [ftw\\_transcript@txnb.uscourts.gov](mailto:ftw_transcript@txnb.uscourts.gov)

West Texas: [lub\\_transcript@txnb.uscourts.gov](mailto:lub_transcript@txnb.uscourts.gov)

#### ECF Events

**Request for transcript (miscellaneous menu)** – Attach the request form as a pdf. The pdf will be restricted to external filers. This event is located under the *Miscellaneous* menu.

**Request for audio (miscellaneous menu)** – Attach the request form as a pdf. The party will be charged a \$34 fee. The pdf will be restricted to external filers. This event is located under the *Miscellaneous* menu.