

**GENERAL:** Use this form to order audio or transcript of proceedings. Complete a separate order form for each case number and/or date. Payment and delivery of transcripts is between the ordering party and the assigned transcriber. **There is a \$34 fee for the reproduction of an audio recording of a court proceeding which must be paid in advance to Clerk, US Bankruptcy Court. Our office will not reproduce audio files at the request of or on behalf of media organizations.**

**SUBMIT ORDER FORM:** Audio/Transcript order forms should be submitted electronically using the "Request for Transcript" event in ECF. When filing the request, e-filers should attach a completed Form BTXN-191 in pdf. Non-electronic filers may submit order forms by email to the appropriate address below.

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)

**ITEM 1:** Specifies whether the order is for a copy of the audio from the proceeding or an official order of the transcript. Denote order with an "X" in the correct field.

**ITEM 2:** Input the date you are submitting the request to the Clerk's office.

**ITEM 3-13:** These items should always be complete. Only one case number, case name, and date of proceeding may be listed per order.

**ITEM 14:**

30-Day Transcript (Ordinary)  
(\$4.40 per page)

A transcript to be delivered within thirty (30) calendar days after the receipt of an order request.

14-Day Transcript  
(Expedited) (\$5.10 per page)

A transcript to be delivered within fourteen (14) calendar days after receipt of an order request.

7-Day Transcript  
(Expedited) (\$5.85 per page)

A transcript to be delivered within seven (7) calendar days after receipt of an order request.

3-Day Transcript  
(Expedited) (\$6.55 per page)

A transcript to be delivered within three (3) calendar days after receipt of an order request.

Next Day Transcript (Daily)  
(\$7.30 per page)

A transcript to be delivered following the adjournment and prior to the normal opening hour of the court on the following day whether or not it actually is a court day.

2-Hour Transcript (Hourly)  
(\$8.70 per page)

A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours of receiving an order request.

**ITEM 15:** Select whether the request is for the entire hearing, court ruling, witness testimony, or other.

**ITEM 16-17:** Sign and date in this space to certify that you will pay all charges for the order.

## AUDIO / TRANSCRIPT ORDER

1. ORDER REQUEST: <input type="checkbox"/> AUDIO <input type="checkbox"/> TRANSCRIPT		2. DATE OF ORDER:			
3. NAME:		4. PHONE NUMBER:		5. EMAIL ADDRESS:	
6. MAILING ADDRESS:		7. CITY:		8. STATE:	9. ZIP CODE:
10. CASE NUMBER:	11. CASE NAME:	12. JUDICIAL OFFICIAL:		13. DATE OF PROCEEDING:	
FROM:        /        /					
14. ORDER:					
ORDINARY		7 DAY EXPEDITED		DAILY	
HOURLY		14 DAY EXPEDITED		3 DAY EXPEDITED	
A. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
15. AUDIO/TRANSCRIPT REQUESTED Specify portion(s) and date(s) of proceeding(s):					
PORTION(S)		DATE(S)			
Entire Hearing					
Court Ruling					
Witness Testimony					
Other: (Specify)					
CERTIFICATION		16. SIGNATURE:			
By signing 16. & 17, I certify that I will pay all charges (deposit plus additional as specified by the assigned transcriber).		17. DATE:			