

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN
TRANSCRIPT ORDER FORM

111 First Street
Bay City, MI 48708

211 W. Fort Street
21st Floor
Detroit, MI 48226

226 W. Second Street
Flint, MI 48502

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

Case Number/Debtor Name: _____

Chapter: _____

Hearing Judge _____

Bankruptcy **Adversary**

Appeal **Appeal No:** _____

Hearing Information (A separate form must be completed for **each** hearing date requested.)

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

Please specify portion of hearing requested: **Original/Unredacted** **Redacted** **Copy**
(2nd Party)

Entire Hearing Ruling/Opinion of Judge Testimony of Witness Other

Special Instructions: _____

Type of Request:

- Ordinary Transcript - \$4.00 per page (30 calendar days)
- 14-Day Transcript - \$4.70 per page (14 calendar days)
- Expedited Transcript - \$5.35 per page (7 working days)
- 3-Day Transcript - \$6.00 per page (3 calendar days)
- Transcript Designated for an Appeal - \$4.00 per page (30 calendar days) Date Notice of Appeal Filed: _____
- Digital Audio - \$34; FTR Gold format (You must download the free FTR Record Player™ onto your computer from www.ftrgold.com)

FOR COURT USE ONLY

Transcript To Be Prepared By _____

_____ Date By _____

Order Received: _____

Transcript Ordered _____

Transcript Received _____

_____ Date: _____

By signing, I certify that I will pay all charges upon completion of the transcript request.

Instructions

Use. Use this form to order transcript of proceedings. Complete a separate order form for each hearing date for which transcript is ordered.

Completion. Complete the entire order form. Do *not* complete the shaded area which is reserved for the court's use.

Order Copy. Keep a copy for your records.

Filing with the Court. All requests must be electronically filed by attorneys. Debtors without counsel or parties without PACER access may mail or deliver the request to the court.

Withdrawal of Request. Decision to withdraw transcript request requires ordering party to (1) contact chambers; (2) notify transcriber; and (3) electronically file a notice of withdrawal. Debtors without counsel or parties without PACER access may mail or deliver the withdrawal to the court. Failure to do so will result in payment obligation to the Transcriber.

Deposit Fee. The Transcriber will notify you if a deposit fee is required and of the amount of the deposit fee. Upon receipt of the deposit, the Transcriber will process the order.

Delivery Time. Delivery time is computed from the date of receipt of the deposit fee.

Completion of Order. The Transcriber will notify you when the transcript is completed.

Balance Due. If the deposit fee was insufficient to cover all charges, the Transcriber will notify you of the balance due which must be paid to the Transcriber prior to receiving the completed order.

Type of Request:

Ordinary. A transcript to be delivered within thirty (30) calendar days after receipt of the order by the Transcriber. The charge is \$4.00 per page effective October 1, 2023.

14-Day. A transcript to be delivered within fourteen (14) calendar days after receipt of the order by the Transcriber. The charge is \$4.70 per page effective October 1, 2023.

Expedited. A transcript to be delivered within seven (7) calendar days after receipt of the order by the Transcriber. The charge is \$5.35 per page effective October 1, 2023.

3-Day. A transcript to be delivered within three (3) calendar days after receipt of an order by the Transcriber. The charge is \$6.00 per page effective October 1, 2023.

Transcript Designated for an Appeal. - A transcript to be delivered within thirty (30) calendar days after receipt of the order by the Transcriber. The charge is \$4.00 per page effective October 1, 2023.

Digital Audio. The requested audio file will be made available electronically to the ordering party within two (2) business days after receipt of an order. Payment to the court (checks made payable to "Clerk of U.S. Bankruptcy Court") is required prior to processing. The charge is \$34 per audio file requested.

Note: Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within seven (7) calendar days, payment would be at the next *delivery* rate.