

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA
TRANSCRIPT ORDER FORM**

A separate order form for each proceeding is required. Only one case number may be listed per transcript order.

PART I – PURCHASING PARTY TO COMPLETE:

Bankruptcy Case Number: _____ Adversary Case No.: _____

Debtor / Plaintiff / Defendant Name(s): _____

Date(s) of Hearing: _____ Time(s) of Hearing: _____ Presiding Judge: _____

CM/ECF Docket No. of Proceeding Memo (Hearing Minutes): _____ If applicable, Court Reporter and phone number listed in Proceeding Memo: _____

If no court reporter was present, Transcription Service you selected from list on court website: _____

Is transcript for an appeal: **YES** **NO** *If yes, transcript is time sensitive. Date Notice of Appeal filed:* _____

Has the transcript been filed in CM/ECF? **YES** **NO**

****If yes, do not continue with this form. Contact the transcriber or court reporter to obtain copy.****

Need transcript by: _____

Purchaser's Name: _____
(Individual or Law Firm Name)

Contact Person: _____ Telephone: _____

Email Address: _____

Mailing Address: _____

CM/ECF Filers: File this form electronically. Use the keyword Search button in the CM/ECF menu bar to locate all applicable "transcript" filing events.

Non-CM/ECF Filers: Email form to CMECF_Helpdesk@flnb.uscourts.gov or mail / hand-deliver to: Clerk, U.S. Bankruptcy Court, 110 E. Park Ave., Ste. 100, Tallahassee FL 32301

PAYMENT: The transcription service or court reporter will contact you directly for payment.

PART II – ACKNOWLEDGMENT must be completed then **filed in CM/ECF** by Transcriber [or Court Reporter, if applicable]

This Transcript Order Form was received on: _____

Satisfactory arrangements have / have not been made for payment of the transcript cost.

No. of trial/hearing days: ____ Estimated no. of pages: ____ Estimated completion date: _____

If enlargement of time for filing is requested and transcript cannot be completed within 30 days from receipt of transcript order, please state time required and reasons on separate page.

Unable to accept assignment. Ordering Party notified. Transcriber/Court Reporter: File this form in ECF. Use the keyword Search button in the CM/ECF menu bar to locate all applicable "transcript" filing events.

Date: _____ Transcriber/Court Reporter Signature: _____