

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA**

Phone: 850-521-5001 or 866-639-4615

AUDIO FILE REQUEST FORM

***Do not use for official transcript related requests. ***

When to use this form: Use this form to request a copy of an *official audio recording* of a Court proceeding heard within the Northern District of Florida. Complete a separate form for each bankruptcy case or adversary proceeding hearing for which an audio file is being requested. **The \$34.00 fee for reproducing an official audio recording is due at the time of the request.** Upon payment, we will email an audio file to the email address provided below and/or mail a CD to the address provided below unless other arrangements have been made with the Clerk’s office.

When NOT to use this form: DO NOT use this form if **1)** the Proceeding Memo (Hearing Minutes) for the hearing indicates the presence of a court reporter. Complete the *Transcript Request Form* instead; **2)** the Proceeding Memo indicates “ALSB DCR/ECRO.” Contact the U.S. Bankruptcy Court for the Southern District of Alabama at 251-441-5391 for instructions instead; **3)** you need an audio file for official transcript purposes. Complete the *Transcript Request Form* instead; or **4)** you need an audio recording of a Section 341 Meeting of Creditors. Contact the United States Trustee’s Office instead.

Required Court Hearing Information:

Bankruptcy Case Number: _____ **or** Adversary Case Number: _____

Hearing Date: _____ Hearing Time: _____

Debtor(s) Name(s): _____

CM/ECF Docket No. of Proceeding Memo (Hearing Minutes): _____

Presiding Judge: _____

Audio File Delivery Information: Upon receipt of payment, the Clerk’s Office will email the audio file to the email address provided below. If requested, or if the audio file is unable to be received via email due to its size, a CD will be mailed to the address below unless other arrangements have been made with the Clerk’s office.

Requestor’s Name: _____
(Individual or Firm Name)

Mailing Address: _____

Telephone: _____

E-mail: _____

Date: _____

CM/ECF Filers:

File this form electronically under the **Bankruptcy** or **Adversary** tab (whichever is applicable to the proceeding) by choosing *General Filing Topics > Request for Audio File from Digital Court Recorder (Fee)(not for official transcript purposes)*. Payment must be made online at the time of filing.

Non-CM/ECF Filers:

This form must be accompanied by a money order, cashier’s check, or firm check made payable and mailed or hand-delivered to: *Clerk, U.S. Bankruptcy Court, 110 E. Park Ave., Ste. 100, Tallahassee FL 32301*. Personal checks and cash are not accepted.