



**U. S. Bankruptcy Court Western District of Tennessee  
Audio Recording Order Form**

**Ordering Party:**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Proceeding Information:**

Debtors Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

Adversary Number: \_\_\_\_\_

Hearing Date & Time: \_\_\_\_\_

Presiding Judge: \_\_\_\_\_

Location of Proceeding: \_\_\_\_\_

**Portions Requested: Specify portion(s) for which duplicate recordings are requested.**

- Entire Hearing
- Testimony (Specify Witness) : \_\_\_\_\_
- Opening Statements
- Closing Statements
- Ruling

**I hereby certify that I made a true and correct copy of the requested hearing.**

**ECRO:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cost Requirements:** Parties may obtain audio copies of the recordings from the Clerk's office for a fee of \$31.00 per CD. Depending on the length of the hearing, a second CD may be required. The ECRO will contact you should any additional cost be incurred before starting the audio request.

**Ordering Information:**

- A. Complete the Audio Recording Order Form with all appropriate information.
- B. Submit the form to Clerk's office with the payment of \$31.00. The following are acceptable forms of payment: debit/credit card, law firm credit card, cashier's check, money order, and law firm check. These must be payable to "Clerk, U.S. Bankruptcy Court".
- C. Your Audio Recording Order Form and payment must be submitted by one of the following ways:
  - 1. Mail/FedEx: U.S. Bankruptcy Court Western District of Tennessee at 200 Jefferson Avenue Suite # 413 Memphis, TN 38103 Attn: Layla Mabry. To have an audio recording sent back to you via FedEx, a pre-paid envelope must be submitted with the order form.
  - 2. Fax: Layla Mabry at 901-707-6858
  - 3. Email: Layla Mabry at [layla\\_mabry@tnwb.uscourts.gov](mailto:layla_mabry@tnwb.uscourts.gov)  
Cindy Coady at [mailto:cindy\\_coady@tnwb.uscourts.gov](mailto:cindy_coady@tnwb.uscourts.gov). Please allow 2 business days for preparation of an audio CD. To request expedited service, notify the ECRO prior to ordering. Should you need further assistance, please contact Layla Mabry at 901-328-3575.