



**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.

Deputy Clerk: _____ **Date:** _____

Cost Requirements: Parties may obtain audio copies of the recordings from the Clerk's office for a fee of \$34.00 per CD. Depending on the length of the hearing, a second CD may be required. The Deputy Clerk 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 \$34.00. 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
Cindy Coady at cindy_coady@tnwb.uscourts.gov
- Please allow 2 business days for preparation of an audio CD. To request expedited service, notify the Deputy Clerk prior to ordering. Should you need further assistance, please contact Layla Mabry at 901-328-3575.