

United States Bankruptcy Court Western District of Tennessee Request a Transcript

To request a transcript, select a transcription agency from the approved list. Contact the agency to request the transcript. Once the details of the transcript have been discussed with the transcriber, he/she will use the File a Transcript option within the Court's Case Administration/Electronic Case Filing (CM/ECF) system to file "Request a Transcript" to request the appropriate audio file from the Court.

Note: Payment for the transcript will be worked out among the requester and the transcription agency. The Court will not handle fees for transcripts.

After the transcriber docket the "Request a Transcript" in CM/ECF, an e-mail will be sent to the Court's Electronic Court Recorder Operator (ECRO), the ECRO backup person and the appropriate Courtroom Deputy (CRD). One of the individuals noted above will begin processing the request and electronically send the appropriate audio file to the transcription agency.

The transcriber will send the transcript to the attorney in the manner agreed upon at the initial time of making the request. The transcriber will docket a "Transcript" within the Court's CM/ECF system once the transcript is complete. The hearing date to which the transcript relates will be entered by the transcriber when docketing the Transcript. CM/ECF will generate the redaction period date and the official notification of filing will be sent through the Bankruptcy Noticing Center when the Court enters the Notice of Filing of Official Transcript *Send BNC Notice* transaction.

Once the "Transcript" event is docketed, the transcript provided to the court by the transcriber will be available for viewing at the office of the clerk of court, for inspection only, for a period of 90 days after it is delivered to the clerk.

During the 90-day period, a copy of the transcript may be obtained from the transcriber at the rate established by the Judicial Conference, the transcript will be available within the court for internal use, and an attorney who obtains the transcript from the transcriber may obtain remote electronic access to the transcript through the court's CM/ECF system

After the 90-day period has ended, the filed transcript will be available to the public from the court's CM/ECF system through the judiciary's PACER system. Copies of the transcript also can be purchased from the clerk's office.

Redacted Transcripts

If a redaction of the transcript is needed, the requesting party of the transcript has 21 calendar days from the date the transcript was filed to file the “Request for Redaction.” A list indicating where the personal data identifiers to be redacted appear in the transcript is to be submitted with the request. The filer of the request for redaction must serve the request on the transcriber.

The transcriber has 31 calendar days from the date of the filing of the transcript to file a redacted version of the transcript. The transcriber will file the “Redacted Transcript” within the court’s CM/ECF system.

Note: At the end of the 90-day restriction period, if a redacted version of the transcript is **not** filed and if there are no other redaction documents or motions linked to the transcript, the unredacted version will be made available via remote electronic access and at the clerk’s office public terminal for viewing and printing.

At the end of the 90-day restricted period, if a redacted version of the transcript is filed, the redacted version will be made available to the public.

Court staff is responsible for monitoring the 90-day period.