

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
AUDIO RECORDING ORDER

Read Instructions.

1. NAME		2. PHONE NUMBER		3. EMAIL ADDRESS	
4. MAILING ADDRESS		5. CITY		6. STATE	7. ZIP CODE
8. CASE NUMBER	9. CASE NAME		DATES OF PROCEEDINGS		
		10. FROM		11. TO	
12. PRESIDING JUDGE		LOCATION OF PROCEEDINGS			
		13. CITY		14. STATE	

15. ORDER FOR			
<input type="checkbox"/> APPEAL	<input type="checkbox"/> CRIMINAL	<input type="checkbox"/> CRIMINAL JUSTICE ACT	<input type="checkbox"/> BANKRUPTCY
<input type="checkbox"/> NON-APPEAL	<input type="checkbox"/> CIVIL	<input type="checkbox"/> IN FORMA PAUPERIS	<input type="checkbox"/> OTHER <i>(Specify)</i>

16. AUDIO RECORDING REQUESTED <i>(Specify portion(s) and date(s) of proceeding(s) for which duplicate recordings are requested.)</i>			
PORTION (S)	DATE(S)	PORTION(S)	DATE(S)
<input type="checkbox"/> VOIR DIRE		<input type="checkbox"/> TESTIMONY <i>(Specify Witness)</i>	
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)			
<input type="checkbox"/> OPENING STATEMENT (Defendant)			
<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)		<input type="checkbox"/> PRE-TRIAL PROCEEDING <i>(Specify)</i>	
<input type="checkbox"/> CLOSING ARGUMENT (Defendant)			
<input type="checkbox"/> OPINION OF COURT			
<input type="checkbox"/> JURY INSTRUCTIONS		<input type="checkbox"/> OTHER <i>(Specify)</i>	
<input type="checkbox"/> SENTENCING			
<input type="checkbox"/> BAIL HEARING			

17. ORDER		
	NO. OF COPIES REQUESTED	COSTS
<input type="checkbox"/> DUPLICATE TAPE(S) FOR PLAYBACK ON A STANDARD CASSETTE RECORDER		
<input type="checkbox"/> RECORDABLE COMPACT DISC - CD		
<input type="checkbox"/> ELECTRONIC FILE <i>(via email, digital download, or other Judicial Conference Approved Media)</i>		
ESTIMATE TOTAL		0.00

CERTIFICATION (18. & 19.) By signing below, I certify that I will pay all charges (deposit plus additional) upon completion of the order.	
18. SIGNATURE	19. DATE

PROCESSED BY				PHONE NUMBER
ORDER RECEIVED	DATE	BY	DEPOSIT PAID	
DEPOSIT PAID			TOTAL CHARGES	0.00
TAPE / CD DUPLICATED <i>(if applicable)</i>			LESS DEPOSIT	0.00
ORDERING PARTY NOTIFIED TO PICK UP TAPE/CD <i>(if applicable)</i>			TOTAL REFUNDED	
PARTY RECEIVED AUDIO RECORDING			TOTAL DUE	0.00

DISTRIBUTION: COURT COPY ORDER RECEIPT ORDER COPY

INSTRUCTIONS GENERAL

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 Courtroom Deputy for the assigned judge, will contact you should any additional cost be incurred before starting the audio request. Upon receipt of payment your request will be processed.

Ordering Information:

- Complete the Audio Recording Order Form with all appropriate information.
- Your Audio Recording Order Form must be submitted by one of the following ways:
 1. Mail or FedEx (with pre-paid airbill or envelope):

U.S. Bankruptcy Court
Attn: Courtroom Deputy
200 Jefferson Avenue, Suite #500
Memphis,tn 38103
OR
U.S. Bankruptcy Court
111 South Highland, Suite 107
Jackson, TN 38301
 2. In person, or via Email to the Courtroom Deputy at TNWB-CRDs@tnwb.uscourts.gov .
- Submit the payment of \$34.00 to the Clerk's Office. The following are acceptable forms of payment: debit/creditcard, law firm credit card, cashier's check, money order, and law firm check. These must be payable to "Clerk,U.S. Bankruptcy Court."
- Please allow two business days for preparation of an audio CD. To request expedited service, notify the Courtroom Deputy for the assigned judge prior to ordering.

Should you need further assistance, please contact the Clerk's Office (Memphis) 901-328-3500 and press "7", or (Jackson) 731-421-9314.