Instuctions

United States Bankruptcy Court
Southern District of Mississippi

Audio Recording Order

Section A

Requestor's Name:	Email Address:	Phone No.:	
Address:	City:	State:	Zip Code:

Case Type: ☐ Bankruptcy Case ☐ Adversary Proceeding

Case Number:	Date of Proceedings	
	From:	To:
Case Name:	Presiding Judge	Location of Proceedings
Nature of Proceeding [Include Dkt. No.(s)]	Time (Approximate Time Hearing Begun)	

Comments

Section B

Cost	Media Type	Digital Media Option
$30.00	☐	Recordable Compact Disc - CD
$30.00	☐	Electronic File delivered via email to:

By signing below, I certify I will pay all incurred charges.

Request Prepared By:	Phone Number:
Signature: _____	Date:

Court Use Only

Fee $_____

Paid on _____ Receipt # _____

Audio reproduced on _____ by _____.

Audio delivered to: _____ on _____.

Additional Comments/Notes

Print Save As... Reset

Back to form

MSSB-AR-1 (02/14)

Instructions

Form:

Use local form MSSB-AR-1 to order an audio recording of a court proceeding. Complete a separate order form for each case number for which audio recordings are ordered.

Completion:

Complete Sections A and B. Do not complete sections reserved for the court's use.

Fee:

$30.00 for reproducing an audio recording of a court proceeding.

Audio request filed electronically requires payment on-line by credit card at the time of filing. All other audio requests must be accompanied with the appropriate fee/s. Checks and money orders must be made payable to "*Clerk, United States Bankruptcy Court*".

Pursuant to Miss. Bankr. L.R. 5001-1(f) checks or credit cards of the debtor will not be accepted.

Digital Media Options:

In Section B select a media type. (Note: $30 charge applies for either option)

Recordable Compact Disc - CD - The court will contact you when the audio recording is complete and make arrangements for pickup or delivery of the CD.

Electronic File - Audio file will be delivered via email to the email address specified in *Section B* on the order form. (The court will notify you if the media file is too large to delivery via email.)

Submitting Order Form

ECF Filers:

File the order form and pay the fee electronically via ECF docket event:

Bankruptcy Case:

Bankruptcy> Other>Transcript or Audio Reproduction Request (ECRO)

Adversary Proceeding:

Adversary> Other>Transcript or Audio Reproduction Request (ECRO)

Non-ECF Filers:

Submit the request and fee via mail or hand deliver to one of the offices below:

Jackson:

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi
P.O. Box 2448
501 E. Court Street, Ste. 2.300
Jackson, MS 39225-2448

Phone: 601-608-4600

Gulfport:

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi
Dan M Russell, Jr. US Courthouse
2012 15th Street, Ste. 244
Gulfport, MS 39501

Phone: 228-563-1790