Instructions

United States Bankruptcy Court
Southern District of Mississippi

Transcript Order

Section A

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

Case Type: ☐ Bankruptcy Case ☐ Adversary Proceeding	Date of Proceedings	
Case Number:	From:	To:
Case Name:	Location of Proceedings	Time (Approximate Time Hearing Began)
Nature of Proceeding [Include Dkt. No.(s)]	Presiding Judge:	Order For: ☐ Non Appeal ☐ Appeal

Comments

Section B

CATEGORY	Original (Includes certified copy to Clerk for records of the court)	
☐	Ordinary	*Transcript To Be Delivered Within 30 Calendar Days After Receipt Of An Order. (Order is considered received upon receipt of the deposit.)*
☐	14 Day	*Transcript To Be Delivered Within 14 Calendar Days After Receipt Of An Order. (Order is considered received upon receipt of the deposit.)*
☐	Expedited	*Transcript To Be Delivered Within 7 Calendar Days After Receipt Of An Order. (Order is considered received upon receipt of the deposit.)*
☐	Daily	*Transcript To Be Delivered Following Adjournment And Prior To The Normal Opening Hour Of The Court On The Following Morning Whether Or Not It Actually Is A Court Day. (Order is considered received upon receipt of the deposit.)*

By signing below, I certify I will pay the transcriber all related charges related to the transcription and delivery of the transcript.

Request Prepared By:	Phone Number:
Signature _____	Date:

Court Use Only

Audio reproduced and sent to: _____ on _____.

Court Contact: _____ Phone No.: _____

Notes/Comments:

Email Court record "Certified Copy" to: **MSSB_Transcripts@mssb.uscourts.gov**

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Back to form

MSSB-435-1 (12/15)	Instructions
Form:	Use local form MSSB-435-1 to order transcript. Complete a separate request form for each case number for which transcripts are ordered.
Completion:	Complete Sections A and B. Do not complete sections reserved for the court's use.
Fee:	There is no fee to order a transcript. However there is a transcription fee the transcriber will charge and collect before the proceeding is transcribed. Click here to view the maximum transcript rates approved by the Judicial Conference.

Submitting Order Form

ECF Filers: File order form via ECF docket event:

Related to an Appeal:
Bankruptcy or Adversary > Appeal >Transcript Ordered Re: Notice of Appeal

*Non Appeal:
Bankruptcy or Adversary> Other> Transcript or Audio Reproduction Request (ECRO)

*When prompted "*Is This Request for an Official Transcript?*" select "*Yes*".

Non-ECF Filers: Submit a completed order form 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. U.S. Courthouse
2012 15th Street, Ste. 244
Gulfport, MS 39501

Phone: 228-563-1790

To minimize cost of litigation, you may choose to purchase copies of the electronic sound recording files from the clerk of court in lieu of transcript. To purchase an audio recording use local form MSSB-436-1.