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:

Case Name:

| Date of Proceedings | |
|---|---|
| From: | To: |

| 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-436-1 (12/15)*

## Instructions

| | |
|---|---|
| Form: | Use local form MSSB-436-1 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.<br><br>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*".<br><br>*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)<br><br>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.<br><br>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:<br><br>Bankruptcy Case:<br><br>Bankruptcy> Other>Transcript or Audio Reproduction Request (ECRO)<br><br>Adversary Proceeding:<br><br>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