

**United States Bankruptcy Court
Southern District of Mississippi**

Transcriber – ECF Docketing Guide

Rev. 7/01/2021

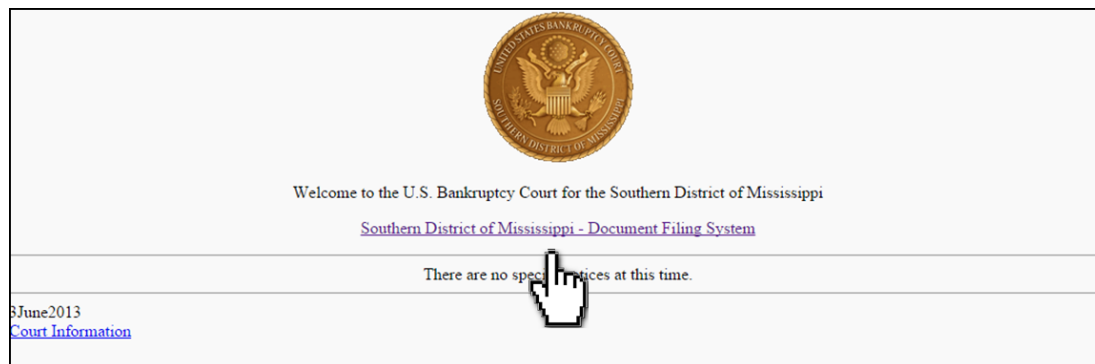
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Transcribers must use an individual PACER account to register for authorization as an ECF User with the Court. Visit PACER's website (www.pacer.uscourts.gov) for registration information.

Login CM/ECF

Go to: <https://ecf.mssb.uscourts.gov> and click the ECF hyperlink: [Southern District of Mississippi – Document Filing System](#)



Enter your PACER Username and Password and click **Login**.

The screenshot shows the PACER Login page for the Mississippi Southern Bankruptcy Court (test). The page has a blue header with the PACER logo and "Login". Below the header, a message states: "Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again." The main content area is titled "Mississippi Southern Bankruptcy Court (test) - NextGen Login" and includes a red asterisk indicating "Required information". There are three input fields: "Username" (containing "XXXXXXXXXXXX"), "Password" (containing "XXXXXXXX"), and "Client Code" (empty). Below the fields are "Login" and "Clear" buttons. A red arrow points to the "Login" button. Below the buttons are links: "Forgot password?", "Forgot username?", and "Need an account?". A notice at the bottom states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged." The footer includes "Contact Us", "Privacy & Security", and "PACER FAQ" links, along with the text "This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center."

Read the Redaction Agreement, then check the box acknowledging that you read the notice and understand that you must comply with the redaction rules. Click **Continue** to login CM/ECF.

Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

☒ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Continue **Cancel**

How to File a Transcript

Step 1

From the main menu bar click the applicable case type: **Bankruptcy or Adversary**

CM**ECF** [Bankruptcy](#) [Adversary](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [ECF-Guide](#) [Help](#) [Log Out](#)

Step 2

Click **File a Transcript**.

Transcriber
[File a Transcript](#)

Step 3

Enter case number. Click **Next**.

File a Transcript

Case Number

Step 4

Select **Transcript**. Click **Next**.

The screenshot shows a web interface for Step 4. At the top, there is a text input field. Below it, a section titled "Available Events (click to select an event)" contains a list box with three items: "Acknowledgement of Request for Transcript of Testimony Re: Appeal", "Redacted Transcript", and "Transcript". The "Transcript" item is highlighted in blue. To the right of this list is a "Selected Event" section with a text box containing the word "Transcript". At the bottom left, there are two buttons: "Next" and "Clear".

Step 5

Upload the Transcript.

Internet Explorer or Firefox -
Click **Browse**

The screenshot shows a web interface for Step 5. It has a "Filename" section with a "Browse..." button highlighted by a red box. To the right of the button is the text "No file selected.". Below this is the "Attachments to Document:" section with two radio buttons: "No" (selected) and "Yes". At the bottom, there are two buttons: "Next" and "Clear".

Chrome – Click **Choose File**

The screenshot shows a web interface for Step 5. It has a "Filename" section with a "Choose File" button highlighted by a red box. To the right of the button is the text "No file chosen". Below this is the "Attachments to Document:" section with two radio buttons: "No" (selected) and "Yes". At the bottom, there are two buttons: "Next" and "Clear".

Select the PDF file for the transcript and click **Open**.

The screenshot shows a file selection dialog box. The title bar says "2/24/2015 2:57 PM TRANSCRIPT Adobe Acrobat". The dialog has a search bar, a file list area, and a file type dropdown menu set to "All Files". At the bottom right, there are two buttons: "Open" (highlighted with a red box) and "Cancel".

Click **Next**.

The screenshot shows a web interface for Step 5. The "Filename" section now shows "Choose File" and "TRANSCRIPT FILE.pdf". The "Attachments to Document:" section has the "No" radio button selected. At the bottom, the "Next" button is highlighted with a red box, and the "Clear" button is also visible.

Step 6

Display Warning Message.
Click **Next**.

The screenshot shows a web interface for Step 6. It displays a warning message in red text: "WARNING: Do Not Use This Event For Filing a Redacted Transcript". Below the message, there are two buttons: "Next" (highlighted with a red box) and "Clear".

Step 7

Refer to existing event(s)? Click **check box**. Click **Next**.

File a Transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Judge: ee
Discharge

Case Flag: PlnDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

☒ Refer to existing event(s)?

Next Clear

Step 8

Check the box next to the related transcript order docket entry. Click **Next**.

Select the appropriate event(s) to which your event relates:

☒ 03/13/2015 [26](#) Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s) [25](#) Notice of Appeal). (Derouen, Collette)

Next Clear

Step 9

Enter transcript information:

1. Date Proceeding Heard
2. Matter Being Heard
3. Transcriber's Name
4. Transcriber's Address
5. Transcriber's Phone Number

Click **Next**.

Note: This information will appear in the docket text.

Enter Hearing Date Example: MM/DD/YY 01/25/2015 **1**

Enter the Matter Being Heard Motion for Relief Stay filed **2**

Court Reporter/Transcriber Sue S. Transcriber **3**

Court Reporter/Transcriber Address P.O. Box 123, City, State **4**

Court Reporter/Transcriber Phone 615-205-1569 **5**

Next Clear

Step 10

Redaction Deadlines. Click **Next**.

Notice of Intent to Request Redaction Due Date: 03/24/2015

Redaction Request Due Date: 04/7/2015

Redacted Transcript Submission Due Date: 04/17/2015

End of the transcript access restriction period 06/15/2015

Next Clear

Step 11Click **Next**.

File a transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Discharge Judge: ee

Case Flag: PlnDue, CrsUpd, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Step 12

Review docket text for accuracy.

Click **Next**.

Docket Text: Final Text

Transcript regarding Hearing Held 01/25/2015 RE: Motion for Relief Stay filed by GMAC. Remote electronic access to the transcript is restricted until 06/15/2015. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber, Address P.O. Box 123, City, State, Zip Code, Telephone number 615-205-1569.] (RE: related document(s) [30] Request for Official Transcript Filed by Creditor HOUSEHOLD FINANCE (RE: related document(s) [18] Hearing Set)). Notice of Intent to Request Redaction Deadline Due to Transcriber By 03/24/2015. Redaction Request Due to Transcriber By 04/7/2015. Redacted Transcript Submission Due By 04/17/2015. Transcript access will be restricted through 06/15/2015. (Transcriber, Susie)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Step 13

Notice of Electronic Filing (filing receipt).

File a Transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Discharge Judge: ee

Case Flag: PlnDue, CrsUpd, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

U.S. Bankruptcy Court (TEST)
Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Transcriber, Susie entered on 3/17/2015 at 1:54 PM CDT and filed on 3/17/2015

Case Name: Aaron D. Clark

Case Number: 11-00011-ee

Document Number: 31

Docket Text:

Transcript regarding Hearing Held 01/25/2015 RE: Motion for Relief Stay filed by GMAC. Remote electronic access to the transcript is restricted until 06/15/2015. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber, Address P.O. Box 123, City, State, Zip Code, Telephone number 615-205-1569.] (RE: related document(s) [30] Request for Official Transcript Filed by Creditor HOUSEHOLD FINANCE (RE: related document(s) [18] Hearing Set)). Notice of Intent to Request Redaction Deadline Due to Transcriber By 03/24/2015. Redaction Request Due to Transcriber By 04/7/2015. Redacted Transcript Submission Due By 04/17/2015. Transcript access will be restricted through 06/15/2015. (Transcriber, Susie)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: REDACTED_TRANSCRIPT.pdf

Electronic document Stamp:

STAMP bkectStamp_ID=1059393727 [Date=3/17/2015] [FileNumber=50111-0]

770051567c7d3a34655c774660a665994825049a9e046644a4e9977141831c6c9f75

fc69e4f6d78f7a1ce536578b4875ca3b9f23a7d9d0440559427d08534d]

11-00011-ee Notice will be electronically mailed to:

Collette Devoson on behalf of Debtor Aaron D. Clark
collette_devoson@ussh.uscourts.gov

11-00011-ee Notice will not be electronically mailed to:

J. Thomas Ash on behalf of Debtor Aaron D. Clark
P.O. Box 124
Jackson, MS 39225

James L. Hendley, Jr.
P.O. Box 2659
Jackson, MS 39207-2659

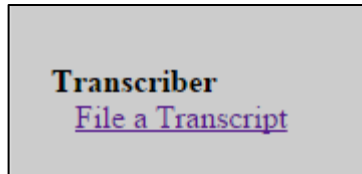
Lori Lowery-atty on behalf of Debtor Aaron D. Clark
P.O. Box 654
Gulfport, MS 39501

Dale Henry McDavitt on behalf of Creditor HOUSEHOLD FINANCE
PO Box 1403
McComb, MS 39649-1403

United States Trustee
501 East Court Street
Suite 6-430
Jackson, MS 39201

How to File a Redacted Transcript**Step 1**From the main menu bar click the applicable case type: **Bankruptcy or Adversary**

CM ECF Bankruptcy ▼ Adversary ▼ Query Reports ▼ Utilities ▼ Search ECF-Guide Help Log Out

Step 2Click **File a Transcript**.**Step 3**Enter the case number.
Click **Next**.

 A form titled "File a Transcript" in blue. It has a "Case Number" label above a text input field containing "11-00011". To the right of the input field is a "Find This Case" button. Below the input field are "Next" and "Clear" buttons. The "Next" button is highlighted with a red box.
Step 4Select **Redacted Transcript**.Click **Next**.

 A form titled "File a Transcript" in blue. It displays case information: "11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014". Below this are fields for "Type: bk", "Chapter: 13 v", "Office: 3 (Jackson-3 Divisional Office)", "Assets: y", "Debtor disposition: Standard", "Judge: ee", and "Discharge". A "Case Flag" section lists: "PlnDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL". Below is a table with "Available Events (click to select an event)" and "Selected Event". The "Available Events" list includes "Acknowledgement of Request for Transcript of Testimony Re: Appeal", "Redacted Transcript" (highlighted with a red box), and "Transcript". The "Selected Event" column shows "Redacted Transcript". Below the table are "Next" and "Clear" buttons. A mouse cursor is pointing at the "Next" button.
Step 5

Upload the Redacted Transcript.

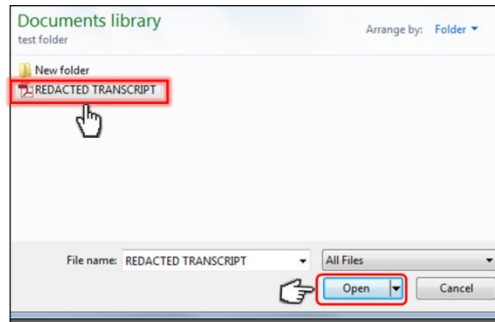
Internet Explorer or Firefox -
Click **Browse**Chrome – Click **Choose File**

 A form titled "Filename" with a "Browse..." button (highlighted with a red box) and the text "No file selected." Below is "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom are "Next" and "Clear" buttons.

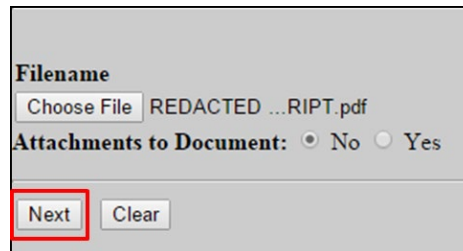
 A form titled "Filename" with a "Choose File" button (highlighted with a red box) and the text "No file chosen". Below is "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom are "Next" and "Clear" buttons.

Select PDF file from filer's computer etc...

Click **Open**



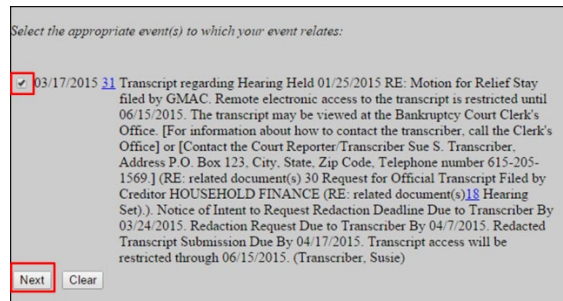
Click **Next**.



Step 6

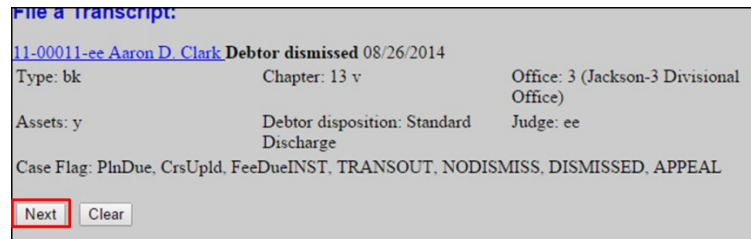
Check the box next to the related original transcript docket entry.

Click **Next**.



Step 7

Click **Next**.



Step 8

Review docket text for accuracy.

Click **Next**.

Docket Text: Final Text

Redacted Transcript (RE: related document(s) [31] Transcript regarding Hearing Held 01/25/2015 RE: Motion for Relief Stay filed by GMAC. Remote electronic access to the transcript is restricted until 06/15/2015. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber, Address P.O. Box 123, City, State, Zip Code, Telephone number 615-205-1569.] (RE: related document(s) [30] Request for Official Transcript Filed by Creditor HOUSEHOLD FINANCE (RE: related document(s) [18] Hearing Set)). Notice of Intent to Request Redaction Deadline Due to Transcriber By 03/24/2015. Redaction Request Due to Transcriber By 04/7/2015. Redacted Transcript Submission Due By 04/7/2015. Transcript access will be restricted through 06/15/2015.). (Transcriber, Susie)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Step 9

Notice of Electronic Filing (filing receipt).

File a Transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Judge: ee
Discharge

Case Flag: PlnDue, CrtUpd, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

U.S. Bankruptcy Court [TEST]
Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Transcriber, Susie entered on 3/17/2015 at 2:06 PM CDT and filed on 3/17/2015

Case Name: Aaron D. Clark
Case Number: 11-00011-ee
Document Number: 32

Docket Text:
Redacted Transcript (RE: related document(s) [31] Transcript regarding Hearing Held 01/25/2015 RE: Motion for Relief Stay filed by GMAC. Remote electronic access to the transcript is restricted until 06/15/2015. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber, Address P.O. Box 123, City, State, Zip Code, Telephone number 615-205-1569.] (RE: related document(s) [30] Request for Official Transcript Filed by Creditor HOUSEHOLD FINANCE (RE: related document(s) [18] Hearing Set)). Notice of Intent to Request Redaction Deadline Due to Transcriber By 03/24/2015. Redaction Request Due to Transcriber By 04/7/2015. Redacted Transcript Submission Due By 04/7/2015. Transcript access will be restricted through 06/15/2015.). (Transcriber, Susie)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:REDACTED TRANSCRIPT.pdf
Electronic document Stamp:
[STAMP bkccfStang_ID=1059593727 [Date=3/17/2015] [FileNumber=50114-0] 748b72399b026ed810108e91e3c2d76c302100865c0fe65d40a9c3eb26d51ce5236c7 473c4d8477d2631380d3b5e23def15247f21a292b954486647399ff980]]

11-00011-ee Notice will be electronically mailed to:

Collette Derouen on behalf of Debtor Aaron D. Clark
collette_derouen@msbb.uscourts.gov

11-00011-ee Notice will not be electronically mailed to:

J. Thomas Ash on behalf of Debtor Aaron D. Clark
P.O. Box 124
Jackson, MS 39225

James L. Henley, Jr.
P.O. Box 2659
Jackson, MS 39207-2659

Lori Lowery-atry on behalf of Debtor Aaron D. Clark
P.O. Box 654
Gulfport, MS 39501

Dale Henry McDavit on behalf of Creditor HOUSEHOLD FINANCE
PO Box 1403
McComb, MS 39649-1403

United States Trustee
501 East Court Street
Suite 6-430
Jackson, MS 39201

Transcript Related to an Appeal

When a transcriber receives a transcript request that is related to an appeal, the transcriber must file an acknowledgment of the transcript request with the bankruptcy court.

Fed. R. Bankr. P. 8010(a)(2)(A) requires that the transcriber's acknowledgment provide when:

- a) the transcriber received the request; and
- b) the transcriber expects to complete the transcript.

How to File an Acknowledgment

Step 1

From the main menu bar click the applicable case type: **Bankruptcy or Adversary**



Step 2

Click **File a Transcript**.



Step 3

Enter case number. Click **Next**.

The image shows a web form titled 'File a Transcript'. It has a 'Case Number' label above a text input field containing '11-00011'. To the right of the input field is a 'Find This Case' button. Below the input field are two buttons: 'Next' and 'Clear'. The 'Next' button is highlighted with a red border.

Step 4

Select **Acknowledgement of Request for Transcript Re: Appeal**

Click **Next**.

File a Transcript

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Judge: ee

Discharge

Case Flag: PlnDue, CrsUpd, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Available Events (click to select an event)

☒ Acknowledgement of Request for Transcript Re: Appeal

Selected Event

Acknowledgement of Request for Transcript Re: Appeal

Next Clear

Step 5

Click **Next**.

File a Transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Judge: ee

Discharge

Case Flag: PlnDue, CrsUpd, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Next Clear

Step 6

Check the box for the related transcript order docket entry.

Click **Next**.

File a Transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Judge: ee

Discharge

Case Flag: PlnDue, CrsUpd, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Select the appropriate event(s) to which your event relates:

☐ 03/13/2015 25 Notice of Appeal to District Court. Receipt Number cc, Fee Amount \$298 Filed by Debtor Aaron D. Clark (RE: related document(s) 21 Order (Generic), 22 Opinion). Appellant Designation due by 03/27/2015. (Derouen, Collette)

☒ 03/13/2015 26 Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s) 25 Notice of Appeal) (Derouen, Collette)

Next Clear

Step 7

1. Enter the date you received the transcript request.
2. Enter the date you expect to have the transcript completed.
3. Click **Next**

Enter the Date the Transcript Request was Received in the format mm/dd/yyyy 3/13/2015

Enter the Date You Expect to Have the Transcript Completed in the Format mm/dd/yyyy 4/13/2015

Next Clear

Step 8

Click **Next**.

File a Transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Judge: ee

Discharge

Case Flag: PlnDue, CrsUpd, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Next Clear

Step 9

Review the docket text for accuracy.

Enter additional information (if applicable). Click **Next**.

File a Transcript:

11-00011-ee Aaron Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Discharge Judge: ee

Case Flag: PinDue, CrsUpd, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Docket Text: Modify as Appropriate.

Acknowledgement of Transcript Request. Request received on 4/23/2015. The reporter expects to have the transcript completed by 5/14/2015. (RE: related document(s) [26] Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s)[25] Notice of Appeal)). (Transcriber, Susie)

Next Clear **2** **1** RE: related

Step 10

Final Docket Text. Click **Next**.

File a Transcript:

11-00011-ee Aaron Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Discharge Judge: ee

Case Flag: PinDue, CrsUpd, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Docket Text: Final Text

Acknowledgement of Transcript Request. Request received on 4/23/2015. The reporter expects to have the transcript completed by 5/14/2015. (RE: related document(s) [26] Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s)[25] Notice of Appeal)). (Transcriber, Susie)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next Clear

Step 11

Notice of Electronic Filing (filing receipt)

File a Transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Discharge Judge: ee

Case Flag: PinDue, CrsUpd, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

U.S. Bankruptcy Court (TEST)

Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Transcriber, Susie entered on 3/13/2015 at 10:02 AM CDT and filed on 3/13/2015

Case Name: Aaron D. Clark

Case Number: 11-00011-ee

Document Number: 27

Docket Text:

Acknowledgement of Request for Transcript of Testimony received on 3/13/2015. The reporter expects to have the transcript completed by 4/13/2015. (RE: related document(s) [26] Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s)[25] Notice of Appeal)). (Transcriber, Susie)

The following document(s) are associated with this transaction:

11-00011-ee Notice will be electronically mailed to:

Callette Devroux on behalf of Debtor Aaron D. Clark
callette_devroux@usmh.uscourts.gov

11-00011-ee Notice will not be electronically mailed to:

J. Thomas Ash on behalf of Debtor Aaron D. Clark
P.O. Box 124
Jackson, MS 39225

James L. Hendley, Jr.
P.O. Box 2659
Jackson, MS 39207-2659

Lori Lowery-atty on behalf of Debtor Aaron D. Clark
P.O. Box 654
Gulfport, MS 39501

Dale Henry McDermott on behalf of Creditor HOUSEHOLD FINANCE
PO Box 1403
McComb, MS 39649-1403

United States Trustee
901 East Court Street
Suite 6-430
Jackson, MS 39201