

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: <input type="checkbox"/> Bankruptcy Case <input type="checkbox"/> Adversary Proceeding		Date of Proceedings			
Case Number:		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
\$34.00	<input type="checkbox"/>	USB Flash Drive
\$34.00	<input type="checkbox"/>	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

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:	<p>\$34.00 for reproducing an audio recording of a court proceeding.</p> <p>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 "<i>Clerk, United States Bankruptcy Court</i>".</p> <p><i>Pursuant to Miss. Bankr. L.R. 5001-1(f) checks or credit cards of the debtor will not be accepted.</i></p>		
Digital Media Options:	<p>In Section B select a media type. (Note: \$34 charge applies for either option)</p> <p><u>USB Flash Drive</u> - The court will contact you when the audio recording is complete and make arrangements for pickup or delivery of the recording.</p> <p><u>Electronic File</u> - Audio file will be delivered via email to the email address specified in <i>Section B</i> on the order form. (The court will notify you if the media file is too large to delivery via email.)</p>		
Submitting Order Form			
ECF Filers:	<p>File the order form and pay the fee electronically via ECF docket event:</p> <p><u>Bankruptcy Case:</u></p> <p>Bankruptcy> Other>Transcript or Audio Reproduction Request (ECRO)</p> <p><u>Adversary Proceeding:</u></p> <p>Adversary> Other>Transcript or Audio Reproduction Request (ECRO)</p>		
Non-ECF Filers:	<p>Submit the request and fee via mail or hand deliver to one of the offices below:</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: top;"> <p><u>Jackson:</u></p> <p>Clerk, U.S. Bankruptcy Court Southern District of Mississippi Thad Cochran U.S. Courthouse 501 E. Court Street, Ste. 2.300 Jackson, MS 39201</p> <p>Phone: 601-608-4600</p> </td> <td style="text-align: center; vertical-align: top;"> <p><u>Gulfport:</u></p> <p>Clerk, U.S. Bankruptcy Court Southern District of Mississippi Dan M. Russell, Jr. U.S. Courthouse 2012 15th Street, Ste. 244 Gulfport, MS 39501</p> <p>Phone: 228-563-1790</p> </td> </tr> </table>	<p><u>Jackson:</u></p> <p>Clerk, U.S. Bankruptcy Court Southern District of Mississippi Thad Cochran U.S. Courthouse 501 E. Court Street, Ste. 2.300 Jackson, MS 39201</p> <p>Phone: 601-608-4600</p>	<p><u>Gulfport:</u></p> <p>Clerk, U.S. Bankruptcy Court Southern District of Mississippi Dan M. Russell, Jr. U.S. Courthouse 2012 15th Street, Ste. 244 Gulfport, MS 39501</p> <p>Phone: 228-563-1790</p>
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