

United States Bankruptcy Court Southern District of Mississippi

Audio Recording Order

Section A

<u>Requestor's Name:</u>	<u>Email Address:</u>	<u>Phone No.:</u>	
<u>Address:</u>	<u>City:</u>	<u>State:</u>	<u>Zip Code:</u>
<u>Case Type:</u> ☐ Bankruptcy Case ☐ Adversary Proceeding	Date of Proceedings		
<u>Case Number:</u>	From:	To:	
<u>Case Name:</u>	Presiding Judge	Location of Proceedings	
<u>Nature of Proceeding [Include Dkt. No.(s)]</u>		Time (Approximate Time Hearing Begun)	
<u>Comments</u>			

Section B

Cost	Media Type	Digital Media Option
\$34.00	☐	USB Flash Drive
\$34.00	☐	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

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:	\$34.00 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 "<i>Clerk, United States Bankruptcy Court</i>". <i>Pursuant to Miss. Bankr. L.R. 5001-1(f) checks or credit cards of the debtor will not be accepted.</i>		
Digital Media Options:	In Section B select a media type. (Note: \$34 charge applies for either option) <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. <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.)		
Submitting Order Form			
ECF Filers:	File the order form and pay the fee electronically via ECF docket event: <u>Bankruptcy Case:</u> Bankruptcy> Other>Transcript or Audio Reproduction Request (ECRO) <u>Adversary Proceeding:</u> 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: <table> <tr> <td> <u>Jackson:</u> Clerk, U.S. Bankruptcy Court Southern District of Mississippi Thad Cochran U.S. Courthouse 501 E. Court Street, Ste. 2.300 Jackson, MS 39201 Phone: 601-608-4600 </td><td> <u>Gulfport:</u> 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 </td></tr> </table>	<u>Jackson:</u> Clerk, U.S. Bankruptcy Court Southern District of Mississippi Thad Cochran U.S. Courthouse 501 E. Court Street, Ste. 2.300 Jackson, MS 39201 Phone: 601-608-4600	<u>Gulfport:</u> 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
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