

UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF MONTANA
AUDIO RECORDING ORDERING FORM OR TRANSCRIPT DESIGNATION AND ORDERING FORM

Please read the instructions on page 2.

1. NAME		2. PHONE NUMBER		3. DATE	
4. MAILING ADDRESS			5. E-MAIL ADDRESS		6. CITY
					7. STATE
8. ZIP CODE		9. JUDGE		10. CASE NAME	
11. U.S. BANKRUPTCY COURT CASE NUMBER (BK, AP, or MP)			12. U.S. DISTRICT COURT/BANKRUPTCY APPELLATE PANEL CASE NO		

13. ORDER FOR

APPEAL PURPOSES	BANKRUPTCY (BK) CASE	MISCELLANEOUS PROCEEDING (MP) CASE
NON-APPEAL PURPOSES	ADVERSARY PROCEEDING (AP) CASE	OTHER - Specify

14. **RECORDING REQUESTED:** Specify name(s) and date(s) of proceeding(s). **PAYMENT:** Financial arrangements must be made with the Clerk's Office before recording is prepared. Copy Cost: \$34 for each proceeding.

Proceedings	Date(s)	Judge

15. **TRANSCRIBER SELECTED FROM THE PROVIDER LIST:** Specify name(s) and date(s) of proceedings. **PAYMENT:** Financial arrangements must be made with the transcriber, from the approved list, before the transcript is prepared.

Proceedings	Date(s)	Judge

CATEGORY	ORIGINAL <small>Includes certified copy to clerk for records of the Court</small>	FIRST COPY	ADDITIONAL COPIES	FORMAT REQUESTED <small>Each format is billed as a separate transcript copy.</small>		
				Paper	Electronic Specify File Format	
30-Day	\$4.00/page	\$1.00/ page	\$.70 page	Full Size	A-Z word index	ASCII PDF A-Z word index
14-Day	\$4.70/page	\$1.00/page	\$.70/page	Full Size	A-Z word index	ASCII PDF A-Z word index
7- Day	\$5.35/ page	\$1.00/ page	\$.70/page	Full Size	A-Z word index	ASCII PDF A-Z word index
3-Day	\$6.00/ page	\$1.20/ page	\$.85/page	Full Size	A-Z word index	ASCII PDF A-Z word index
NEXT-DAY	\$6.70/page	\$1.35/ page	\$1.00/page	Full Size A-Z word index		ASCII PDF A-Z word index
2-HOUR	\$8.00/page	\$1.35/ page	\$1.00/page	Full Size	A-Z word index	ASCII PDF A-Z word index

16. DISTRIBUTION

E-file this form with the clerk's office, mail to opposing counsel if they are not electronic filers and serve the transcriber/court reporter.

Signature:

UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF MONTANA
TRANSCRIPT ORDER FORM INSTRUCTIONS

Parties must use this form to order official transcripts of court proceedings in the bankruptcy court. Official transcripts must be ordered for purposes of appeal. All order forms must be filed in the case either by e-filing in CM/ECF or non-electronic submission to the Clerk of Court's office. Keep a copy for your records.

ITEM-BY-ITEM INSTRUCTION

Items 1-8. Provide the attorney name and contact information. If not a party to the case, provide your name and contact information. Be sure to provide a valid e-mail address if you want the transcript delivered via e-mail.

Item 9. List the name of the judge presiding over the hearing being requested.

Item 10. Use the short name for the case name (e.g., "In re: Jones").

Item 11. Only one bankruptcy case number may be listed per order form. If requesting a hearing in an AP case use the AP case number, not the BK case number. Use the full case number (e.g., 2:23-bk-20001-BPH or 2:23-ap-02001-BPH)

Item 12. List the Bankruptcy Appellate Panel (BAP) case number if appealing to the BAP, or the District Court case number if appealing to the U.S. District Court.

Item 13. Select appeal purposes or non-appeal purposes **AND** the type of case.

Item 14. Use this section if requesting only the audio of the hearing. **Do not** use this section if you need a transcript of the hearing. List the title of the hearing (e.g., Confirmation Hearing), the date(s) it was held, and the name of the judge presiding over the hearing.

Item 15. Only list a transcriber from the Court's approved List of Transcribers in the gray area. List the title of the hearing (e.g., Confirmation Hearing), the date(s) it was held, and the name of the judge presiding over the hearing.

Category and Format Requested:

- **Delivery Time:** Six delivery times are available: 30 days, 14 days, 7 days, 3 days, next day, and 2-hour. Times are computed from the date on which satisfactory financial arrangement is made with the transcriber, except for transcripts to be paid for by the United States.
- **Format:** For each transcript requested, select the desired format. You may order as many different formats as you like, but there is an additional charge for each format ordered.

Item 16. Sign to certify that the information on the order form is correct. Transcripts will not be prepared until financial arrangements have been made.

NOTE: Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for an 7-day transcript is not completed and delivered within seven (7) calendar days, payment would be at the 14-day delivery rate, and if not completed and delivered within 14 calendar days, payment would be at the 30-day delivery rate.