

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF FLORIDA**

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Transcript Request Form

Submit this form to the transcription company by email, fax or postal mail: Attn: _____

Transcriber: _____

Email: _____ Telephone Number: _____ Fax: _____

Case Number: _____ Adversary Number: _____ Judge: _____

Date of Hearing or Trial: _____ Time of Hearing or Trial: _____

Debtor(s) Name: _____

☐ The transcript being requested is included as a designated item for a pending appeal. [Docket Entry #_____]. **(If this box is checked, the requestor must also file this form with the clerk pursuant to Bankruptcy Rule 8009. The transcriber is responsible for notifying the clerk by electronic docket entry of the date the request was received and the date on which the transcriber expects to have the transcript completed (See Bankruptcy Rule 8010). *Transcripts of court proceedings may only be filed with the court by the official court reporter.***

Select Delivery Method:

✓	Rates Effective October 1, 2024	<u>Original</u> [cost per page]	<u>First Copy to Each Party</u> [cost per page]	<u>Each Additional Copy to the Same Party</u> [cost per page]
	<u>30-Day Transcript (Ordinary)</u> A transcript to be delivered within thirty (30) calendar days after receipt of an order.	\$4.40	\$1.10	\$0.75
	<u>14-Day Transcript</u> A transcript to be delivered within fourteen (14) calendar days after receipt of an order.	\$5.10	\$1.10	\$0.75
	<u>7-Day Transcript (Expedited)</u> A transcript to be delivered within seven (7) calendar days after receipt of an order.	\$5.85	\$1.10	\$0.75
	<u>3-Day Transcript</u> A transcript to be delivered within three (3) calendar days after receipt of an order.	\$6.55	\$1.30	\$0.90
	<u>Next-Day Transcript (Daily)</u> A transcript to be delivered on the calendar day following receipt of the order (regardless of whether that calendar day is a weekend or holiday), prior to the normal opening hour of the clerk's office.	\$7.30	\$1.45	\$1.10
	<u>2-Hour Transcript (Hourly)</u> A transcript of proceedings to be delivered within (2) hours from receipt of the order.	\$8.70	\$1.45	\$1.10
	<u>Realtime Transcript</u> A draft unedited transcript produced by a certified Realtime reporter as a byproduct of Realtime to be delivered electronically during proceedings or immediately following receipt of the order.	One feed, ¹ \$3.70 per page; two-to-four feeds, \$2.55 per page; five or more feeds, \$1.80 per page. Orders placed on or before the day of the proceeding will be batched together for purposes of determining the number of feeds; and subsequent orders will be charged at the lowest page rate assessed on the previous orders.		

¹ A realtime "feed" is the electronic data flow from the court reporter to the computer of each person or party ordering and receiving the realtime transcription in the courtroom.

By submitting this request, it is understood that:

- A separate order must be placed for each transcript being requested.
- All transcript requests must be submitted directly to the transcriber. Do not contact the clerk's office regarding the status of a request.
- It is the responsibility of the requestor to verify that the transcript has not already been filed with the court.
- It is the responsibility of the party(ies) to request redaction. See Bankruptcy Rule 5007, and "Guidelines on Electronic Availability of Transcripts and Procedures for Transcript Redaction" (CI-11).
- Any transcript obtained by delivering a CD containing an audio recording of a court proceeding to a transcriber is **NOT** an official transcript, even if transcribed by an approved transcription service.

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