

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF FLORIDA

[www.flsb.uscourts.gov](http://www.flsb.uscourts.gov)

**Request for Audio Recording of Court Proceeding for Individuals  
Without CM/ECF Electronic Filing Access**

CM/ECF registered users must request and pay for audio recordings directly in CM/ECF.

Individuals without CM/ECF electronic filing access may submit this form by email to:  
[Audio\\_Recording\\_Request@flsb.uscourts.gov](mailto:Audio_Recording_Request@flsb.uscourts.gov), **or** in-person at any clerk's office location **or** by U.S. mail.

[NOTE: All requests for 341 meeting recordings **MUST** be addressed to the Office of the U.S. Trustee]

Case Number: \_\_\_\_\_ Adversary Number: \_\_\_\_\_ Judge: \_\_\_\_\_

Date of Hearing or Trial: \_\_\_\_\_ Time of Hearing or Trial: \_\_\_\_\_

Debtor(s) Name: \_\_\_\_\_

SELECT ONE	AUDIO RECORDING FORMAT	FEE
	<p><b>Electronic Link:</b> Audio file for download will be provided by an email link. [email link will expire 14 days after notification]</p> <p><b>USB Memory Stick:</b> Audio file will be copied to a USB memory stick.</p> <p>Pickup memory stick from the Clerk's Office, or</p> <p>Request memory stick to be mailed. <b>Must</b> provide Clerk with a self-addressed, stamped (padded) envelope.</p>	<p><b>\$34.00*</b> [per request]</p> <p>A separate request is required for each hearing requested</p>

\*See [Bankruptcy Court Miscellaneous Fee Schedule \(Item #3\)](#)

By submitting this request, I understand the following:

- **PAYMENT IS DUE** before the Clerk's Office can process the request (a secured payment link will be provided by the Clerk's Office to the email address listed below). If an email address is not provided, payment must be made payable to: Clerk, U.S. Court, and submitted to the Clerk's Office.
- Requests will be completed within two business days following receipt of payment.
- The Clerk's Office will contact the individual listed below when the Audio Recording is available.
- Audio Recording is for **personal use only** and **NOT** the official record of the Court. It may **NOT** be transcribed and filed with the court. To obtain an official transcript, see [Local Form 5](#) available on the Court's website.

Date: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Print Your name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address (mailing requests only): \_\_\_\_\_

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**TO BE COMPLETED BY THE CLERK'S OFFICE**

Completion Date: \_\_\_\_\_ By: \_\_\_\_\_, Deputy Clerk