

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF FLORIDA
www.flsb.uscourts.gov

Request for Compact Disc (CD) of Audio Recording of Court Proceeding

Form may be submitted at any clerk's office location, U.S. mail, or email to:

Audio_Recording_Request@flsb.uscourts.gov

[**NOTE:** All requests for 341 meeting recordings should 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: _____

<u>Quantity</u>		<u>Rate</u>
	<u>Audio CD</u> This format will play on standard pc media players and on most CD-R and CD-RW compatible players. This option should be selected if the audio will be played in a vehicle or on a personal CD player. Note: This format is compatible with Apple or Mac computers.	\$32.00* each Payable to: Clerk, U.S. Court

*See Bankruptcy Court Miscellaneous Fee Schedule

By submitting this request, it is understood that:

- A separate order must be placed for each hearing requested.
- All requests will be completed within two business days following receipt of the request.
- The requestor will be contacted when the CD is available for pick up at the clerk's intake office.
- CD of audio recording will remain available for a period of 14 days.
- Payment is due at time of pick up.
- If requesting the CD to be mailed, payment must be made in advance and a self-addressed, stamped padded envelope must be provided to the clerk.
- Audio recordings provided on CD are for **personal use only**, are not the official record, and may not be transcribed and filed with the court.

Today's Date: _____ ☐ Pickup CD from Clerk's Office ☐ Mail CD
Print Your Name: _____
Mailing Address: _____
Email Address: _____ Telephone No.: _____

To be completed by clerk:

CD Completion Date: _____ By: _____

Date Requestor Contacted: _____ Date CD Picked Up/Mailed: _____