

PROCEDURE FOR ORDERING AN AUDIO RECORDING

1. Requesters may contact the divisional office in which the hearing was held and request an estimate of the cost of the audio recording before sending an Audio Recording Order to the clerk's office. The fees are also listed on the [bankruptcy fee schedule](#) on the court's website.
2. To request an audio recording, requestors should prepare [Form AO 436 \(Audio Recording Order\)](#). The request for audio recording must include the name and number of the case or adversary proceeding; the date, location, and nature of the hearing; and the name, mailing address, and phone number of the requester. The request should be submitted to the appropriate clerk's office. The form may be faxed or mailed. Please contact the divisional office to obtain instructions on sending a request by email.
3. Upon the submission of an audio recording order, the clerk's office will notify the requester of the required fee. The fee must be paid to the bankruptcy court before the audio recording will be delivered or prepared for pick-up.