

**United States Bankruptcy Court
Southern District of Mississippi**

Transcript Order

Section A

<u>Requestor's Name:</u>		<u>Email:</u>	<u>Phone:</u>	
<u>Address:</u>		<u>City:</u>	<u>State:</u>	<u>Zip Code:</u>
<u>Case Type:</u> <input type="checkbox"/> Bankruptcy Case <input type="checkbox"/> Adversary Proceeding		Dates of Proceedings		
<u>Case Number:</u>		From:	To:	
<u>Case Name:</u>		Location of Proceedings	Time (Hearing Began)	
<u>Nature of Proceedings:</u> [Include Dkt. No.(s)]		Presiding Judge	Order for: <input type="checkbox"/> Non-Appeal <input type="checkbox"/> Appeal	
<u>Comments:</u>				

Section B

Category	Original <i>(Includes certified copy to Clerk for records of the court)</i>	
<input type="checkbox"/>	Ordinary	Transcript to be delivered within 30 calendar days after receipt of an order.
<input type="checkbox"/>	14-Day	Transcript to be delivered within 14 calendar days after receipt of an order.
<input type="checkbox"/>	Expedited	Transcript to be delivered within seven (7) calendar days after receipt of an order.
<input type="checkbox"/>	3-Day	Transcript to be delivered within three (3) calendar days after receipt of an order.
<input type="checkbox"/>	Daily	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) before the normal opening hour of the clerk's office.
<input type="checkbox"/>	Hourly	A transcript of proceedings to be delivered within two (2) hours from receipt of the order.

By signing below, I certify I will pay the transcriber all related charges.

Request prepared by:	Phone Number:
Signature:	Date:

Court Use Only

Audio reproduced and sent to _____ on _____.

Court Contact: _____ Phone_No.: _____

Notes/Comments:

Instructions			
Form:	Use local form MSSB-435-1 to order the transcription of a court proceeding. Complete a separate order form for each case number for which transcripts are ordered.		
Completion:	Complete Sections A and B. Do not complete sections reserved for the court's use.		
Fee:	<p>There is no fee to order a transcript. However, there is a transcription fee the transcriber will charge and collect before the proceeding is transcribed.</p> <p>Click here to view the maximum transcript rates approved by the Judicial Conference.</p>		
Submitting Order Form			
ECF Filers:	<p>File the completed order form via the ECF docket event:</p> <p style="padding-left: 40px;">Appeal <i>Bankruptcy or Adversary > Appeal > Transcript Ordered Re: Notice of Appeal</i></p> <p style="padding-left: 40px;">Non-Appeal <i>Bankruptcy or Adversary > Other > Transcript or Audio Reproduction Request (ECRO)</i></p>		
Non-ECF Filers:	<p>Submit the completed order form via mail or hand deliver to one of the below offices:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%; vertical-align: top;"> <p><u>Jackson</u></p> <p>Clerk, U.S. Bankruptcy Court Southern District of Mississippi Thad Cochran U.S. Courthouse 501 E. Court Street, Suite 2.300 Jackson, MS 39201 601-608-4600</p> </td> <td style="text-align: center; width: 50%; vertical-align: top;"> <p><u>Gulfport</u></p> <p>Clerk, U.S. Bankruptcy Court Southern District of Mississippi Dan M. Russell, Jr. U.S. Courthouse 2012 15th Street, Suite 244 Gulfport, MS 39501 228-563-1790</p> </td> </tr> </table>	<p><u>Jackson</u></p> <p>Clerk, U.S. Bankruptcy Court Southern District of Mississippi Thad Cochran U.S. Courthouse 501 E. Court Street, Suite 2.300 Jackson, MS 39201 601-608-4600</p>	<p><u>Gulfport</u></p> <p>Clerk, U.S. Bankruptcy Court Southern District of Mississippi Dan M. Russell, Jr. U.S. Courthouse 2012 15th Street, Suite 244 Gulfport, MS 39501 228-563-1790</p>
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<p>To minimize the cost of litigation, you may obtain copies of the electronic sound recording files from the clerk's office instead of a transcript. Use local form MSSB-436-1 to purchase an audio recording.</p>			