

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

Transcriber – ECF Docketing Guide

Rev. 3/31/2025

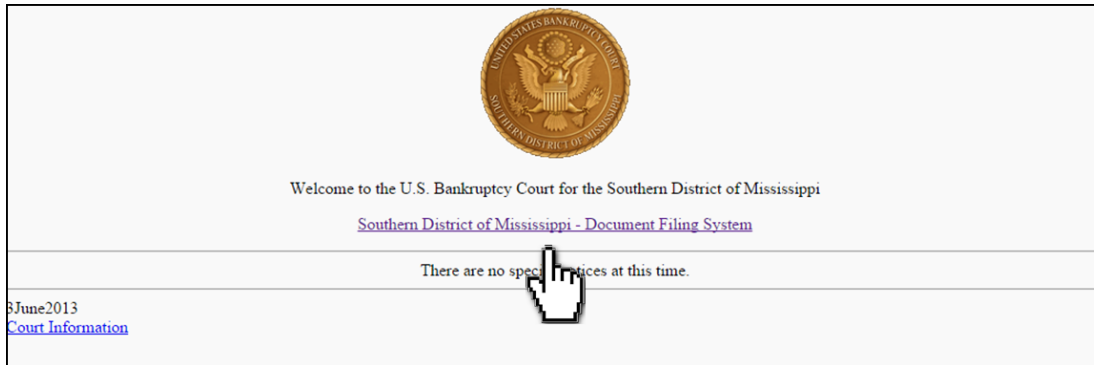
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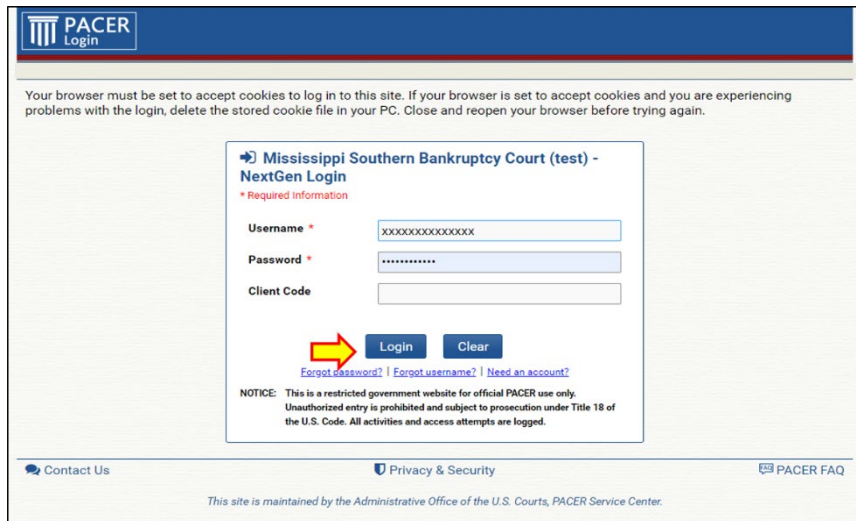
Transcribers must use an individual PACER account to register for authorization as an ECF User with the Court. Visit PACER’s website (www.pacer.uscourts.gov) for registration information.

Login CM/ECF

Go to: <https://ecf.mssb.uscourts.gov> and click the ECF hyperlink: [Southern District of Mississippi – Document Filing System](#)



Enter your PACER Username and Password and click **Login**.



Read the Redaction Agreement, then check the box acknowledging that you read the notice and understand that you must comply with the redaction rules. Click **Continue** to login CM/ECF.

Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

[Continue](#) [Cancel](#)

How to File a Transcript

Step 1

From the main menu bar click the applicable case type: **Bankruptcy or Adversary**



CM/ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ECF-Guide Help Log Out

Step 2

Click **File a Transcript**.



Transcriber
[File a Transcript](#)

Step 3

Enter case number. Click **Next**.



File a Transcript

Case Number
11-00011 Find This Case

Next Clear

Step 4

Select **Transcript**. Click **Next**.

Step 5

Upload the Transcript.

Internet Explorer or Firefox -
Click **Browse**

Chrome – Click **Choose File**

Select the PDF file for the transcript and click **Open**.

Click **Next**.

Step 6

Display Warning Message.
Click **Next**.

Step 7

Refer to existing event(s)? Click **check box**. Click **Next**.

File a Transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Discharge Judge: ee

Case Flag: PlnDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Refer to existing event(s)?

Step 8

Check the box next to the related transcript order docket entry. Click **Next**.

Select the appropriate event(s) to which your event relates:

03/13/2015 [26](#) Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s) [25](#) Notice of Appeal). (Derouen, Collette)

Step 9

Enter transcript information:

1. Date Proceeding Heard
2. Matter Being Heard
3. Transcriber's Name
4. Transcriber's Address
5. Transcriber's Phone Number

Enter Hearing Date Example: MM/DD/YY 1

Enter the Matter Being Heard 2

Court Reporter/Transcriber 3

Court Reporter/Transcriber Address 4

Court Reporter/Transcriber Phone 5

Click **Next**.

Note: This information will appear in the docket text.

Step 10

Redaction Deadlines. Click **Next**.

Notice of Intent to Request Redaction Due Date: 03/24/2015

Redaction Request Due Date: 04/7/2015

Redacted Transcript Submission Due Date: 04/17/2015

End of the transcript access restriction period 06/15/2015

Step 11

Click **Next**.

File a transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Discharge Judge: ee

Case Flag: PlnDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Step 12

Review docket text for accuracy.

Click **Next**.

Docket Text: Einal Test

Transcript regarding Hearing Held 01/25/2015 RE: Motion for Relief Stay filed by GMAC. Remote electronic access to the transcript is restricted until 06/15/2015. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber, Address P.O. Box 123, City, State, Zip Code, Telephone number 615-205-1569.] (RE: related document(s) [30] Request for Official Transcript Filed by Creditor HOUSEHOLD FINANCE (RE: related document(s)[18] Hearing Set)). Notice of Intent to Request Redaction Deadline Due to Transcriber By 03/24/2015. Redaction Request Due to Transcriber By 04/7/2015. Redacted Transcript Submission Due By 04/17/2015. Transcript access will be restricted through 06/15/2015.

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Step 13

Notice of Electronic Filing (filing receipt).

File a Transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Discharge Judge: ee

Case Flag: PlnDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

U.S. Bankruptcy Court (TEST)
Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Transcriber, Susie entered on 3/17/2015 at 1:54 PM CDT and filed on 3/17/2015

Case Name: Aaron D. Clark
Case Number: 11-00011-ee
Document Number: 31

Docket Text:

Transcript regarding Hearing Held 01/25/2015 RE: Motion for Relief Stay filed by GMAC. Remote electronic access to the transcript is restricted until 06/15/2015. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber, Address P.O. Box 123, City, State, Zip Code, Telephone number 615-205-1569.] (RE: related document(s) [30] Request for Official Transcript Filed by Creditor HOUSEHOLD FINANCE (RE: related document(s)[18] Hearing Set)). Notice of Intent to Request Redaction Deadline Due to Transcriber By 03/24/2015. Redaction Request Due to Transcriber By 04/7/2015. Redacted Transcript Submission Due By 04/17/2015. Transcript access will be restricted through 06/15/2015. (Transcriber, Susie)

The following document(s) are associated with this transaction.

Document description:Main Document
Original filename:REDACTED_TRANSCRIPT.pdf
Electronic document Stamp:
[STAMP bkccStamp_ID=105893272 [Date=3/17/2015] [PlnNumber=50111-01] [700519c7e7ba1845c67f860a665994c75049a8e866c4a499771d18831c6c9f75f69e4f6d78f7a1ce3365788487ca3b92f3a7d9d044059427d08553d]]

11-00011-ee Notice will be electronically mailed to:

Collette Devoson on behalf of Debtor Aaron D. Clark
collette_devoson@msish.uscourts.gov

11-00011-ee Notice will not be electronically mailed to:

J. Thomas Ash on behalf of Debtor Aaron D. Clark
P.O. Box 124
Jackson, MS 39225

James L. Hensley, Jr.
P.O. Box 2659
Jackson, MS 39207-2659

Lori Lowery-atty on behalf of Debtor Aaron D. Clark
P.O. Box 654
GadSDport, MS 39501

Dale Henry McDevitt on behalf of Creditor HOUSEHOLD FINANCE
PO Box 1403
McComb, MS 39649-1403

United States Trustee
501 East Court Street
Suite 6-410
Jackson, MS 39201

How to File a Redacted Transcript

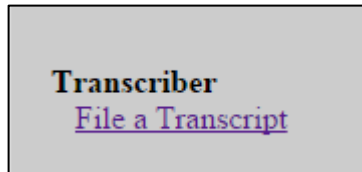
Step 1

From the main menu bar click the applicable case type: **Bankruptcy or Adversary**



Step 2

Click **File a Transcript**.



Step 3

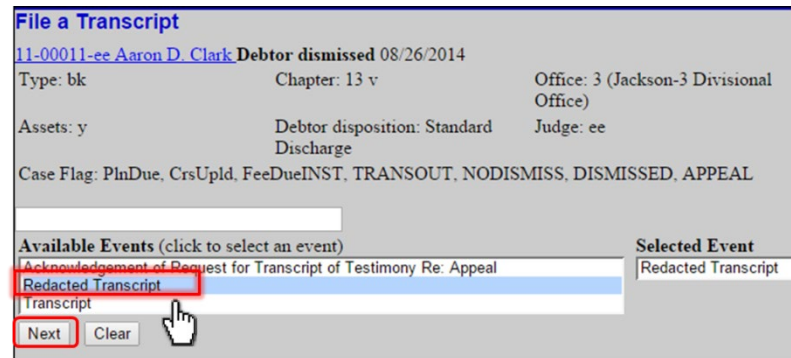
Enter the case number.
Click **Next**.



Step 4

Select **Redacted Transcript**.

Click **Next**.

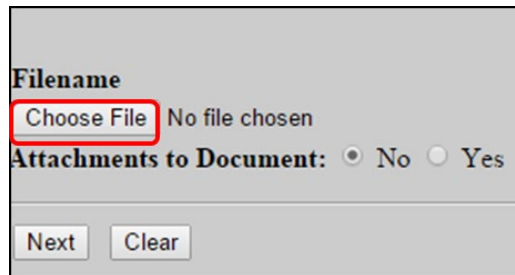
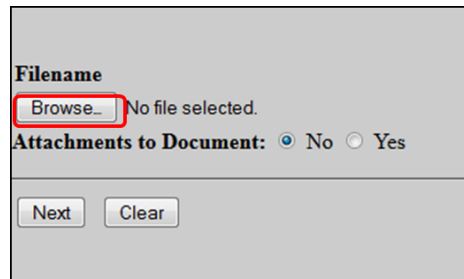


Step 5

Upload the Redacted Transcript.

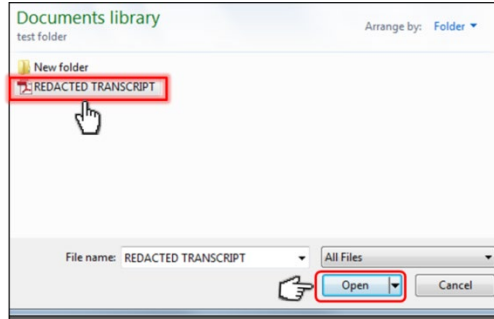
Internet Explorer or Firefox -
Click **Browse**

Chrome – Click **Choose File**

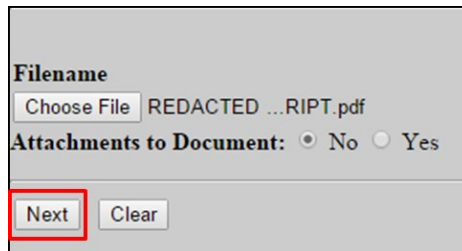


Select PDF file from filer's computer etc...

Click **Open**



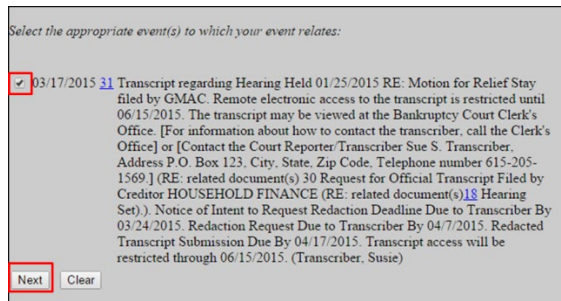
Click **Next**.



Step 6

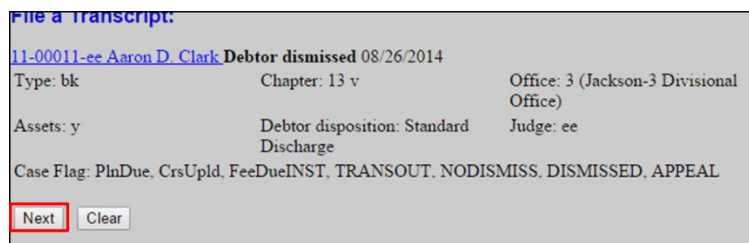
Check the box next to the related original transcript docket entry.

Click **Next**.



Step 7

Click **Next**.



Step 8

Review docket text for accuracy.

Click **Next**.

Docket Text: Final Text

Redacted Transcript (RE: related document(s) [31] Transcript regarding Hearing Held 01/25/2015 RE: Motion for Relief Stay filed by GMAC. Remote electronic access to the transcript is restricted until 06/15/2015. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber, Address P.O. Box 123, City, State, Zip Code, Telephone number 615-205-1569.] (RE: related document(s) [30] Request for Official Transcript Filed by Creditor HOUSEHOLD FINANCE (RE: related document(s)[18] Hearing Set)). Notice of Intent to Request Redaction Deadline Due to Transcriber By 03/24/2015. Redaction Request Due to Transcriber By 04/7/2015. Redacted Transcript Submission Due By 04/17/2015. Transcript access will be restricted through 06/15/2015. (Transcriber, Susie)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Step 9

Notice of Electronic Filing (filing receipt).

File a Transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)

Assets: y Debtor disposition: Standard Discharge Judge: ee

Case Flag: PtnDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

U.S. Bankruptcy Court [TEST]
 Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Transcriber, Susie entered on 3/17/2015 at 2:06 PM CDT and filed on 3/17/2015

Case Name: Aaron D. Clark
 Case Number: 11-00011-ee
 Document Number: 32

Docket Text:

Redacted Transcript (RE: related document(s) [31] Transcript regarding Hearing Held 01/25/2015 RE: Motion for Relief Stay filed by GMAC. Remote electronic access to the transcript is restricted until 06/15/2015. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber, Address P.O. Box 123, City, State, Zip Code, Telephone number 615-205-1569.] (RE: related document(s) [30] Request for Official Transcript Filed by Creditor HOUSEHOLD FINANCE (RE: related document(s)[18] Hearing Set)). Notice of Intent to Request Redaction Deadline Due to Transcriber By 03/24/2015. Redaction Request Due to Transcriber By 04/7/2015. Redacted Transcript Submission Due By 04/17/2015. Transcript access will be restricted through 06/15/2015. (Transcriber, Susie)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:REDACTED TRANSCRIPT.pdf

Electronic document Stamp:
 [STAMP:filedStamp_ID=1059593727 [Date=3/17/2015] [FileNumber=50114-0] [748b723996026edfb10108e91e3c2d476c302100865c0fe65440a9c3eb26d51ce5236c7473c4d8477d2631380d3b5e23def15247f21a292b954486647399ff9980]]

11-00011-ee Notice will be electronically mailed to:

Collette Derouen on behalf of Debtor Aaron D. Clark
 collette_derouen@msbb.uscourts.gov

11-00011-ee Notice will not be electronically mailed to:

J. Thomas Ash on behalf of Debtor Aaron D. Clark
 P.O. Box 124
 Jackson, MS 39225

James L. Henley, Jr.
 P.O. Box 2659
 Jackson, MS 39207-2659

Lori Lowery-atry on behalf of Debtor Aaron D. Clark
 P.O. Box 654
 Gulfport, MS 39501

Dale Henry McDevitt on behalf of Creditor HOUSEHOLD FINANCE
 PO Box 1403
 McComb, MS 39649-1403

United States Trustee
 501 East Court Street
 Suite 6-430
 Jackson, MS 39201

Transcript Related to an Appeal

When a transcriber receives a transcript request that is related to an appeal, the transcriber must file an acknowledgment of the transcript request with the bankruptcy court.

Fed. R. Bankr. P. 8010(a)(2)(A) requires that the transcriber's acknowledgment provide when:

- a) the transcriber received the request; and
- b) the transcriber expects to complete the transcript.

How to File an Acknowledgment

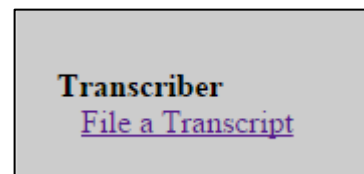
Step 1

From the main menu bar click the applicable case type: **Bankruptcy or Adversary**



Step 2

Click **File a Transcript**.



Step 3

Enter case number. Click **Next**.

A form titled "File a Transcript" in blue text. It contains a "Case Number" label above a text input field. The input field contains the number "11-00011" and is highlighted with a red border. To the right of the input field is a "Find This Case" button. Below the input field are two buttons: "Next" (highlighted with a red border) and "Clear".

Step 4

Select **Acknowledgement of Request for Transcript Re: Appeal**

Click **Next**.

Step 5

Click **Next**.

Step 6

Check the box for the related transcript order docket entry.

Click **Next**.

Step 7

1. Enter the date you received the transcript request.
2. Enter the date you expect to have the transcript completed.
3. Click **Next**

Step 8

Click **Next**.

Step 9

Review the docket text for accuracy.

Enter additional information (if applicable). Click **Next**.

File a Transcript:

11-00011-ee Aaron Clark Debtor dismissed 08/26/2014
 Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)
 Assets: y Debtor disposition: Standard Discharge Judge: ee
 Case Flag: PinDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Docket Text: Modify as Appropriate.
 Acknowledgement of Transcript Request. Request received on 4/23/2015. The reporter expects to have the transcript completed by 5/14/2015. (RE: related document(s) [26] Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s)[25] Notice of Appeal)). (Transcriber, Susie)

Next

Step 10

Final Docket Text. Click **Next**.

File a Transcript:

11-00011-ee Aaron Clark Debtor dismissed 08/26/2014
 Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)
 Assets: y Debtor disposition: Standard Discharge Judge: ee
 Case Flag: PinDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Docket Text: Final Text
 Acknowledgement of Transcript Request. Request received on 4/23/2015. The reporter expects to have the transcript completed by 5/14/2015. (RE: related document(s) [26] Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s)[25] Notice of Appeal)). (Transcriber, Susie)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
 Have you redacted?

Step 11

Notice of Electronic Filing (filing receipt)

File a Transcript:

11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014
 Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)
 Assets: y Debtor disposition: Standard Discharge Judge: ee
 Case Flag: PinDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

U.S. Bankruptcy Court [TEST]
 Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Transcriber, Susie entered on 3/13/2015 at 10:02 AM CDT and filed on 3/13/2015
Case Name: Aaron D. Clark
Case Number: 11-00011-ee
Document Number: 27

Docket Text:
 Acknowledgement of Request for Transcript of Testimony received on 3/13/2015. The reporter expects to have the transcript completed by 4/13/2015. (RE: related document(s) [26] Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s)[25] Notice of Appeal)). (Transcriber, Susie)

~~The following document(s) were associated with this transaction:~~

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 collette_derouen@usab.uscourts.gov

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 Dale Henry McDevitt on behalf of Creditor HOUSEHOLD FINANCE
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 United States Trustee
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 Suite 6-430
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