

## INSTRUCTIONS FOR ORDERING A WRITTEN TRANSCRIPT OR A COMPACT DISC (CD) REQUEST

### TRANSCRIPT REQUEST:

1. Select one Transcription Service from the list of Court Approved Transcription Services available at [www.nynb.uscourts.gov](http://www.nynb.uscourts.gov).
2. File form AO 435 - Transcript Order Form. This is available on the Court's website at [www.nynb.uscourts.gov](http://www.nynb.uscourts.gov). *Be sure to fill out the agency of your choice. Neither the Clerk nor the Court may recommend a particular transcription service.*
3. Enter the request in CM/ECF as **Bankruptcy > Appeal > Transcript Ordered or Bankruptcy>Other>Request for Transcript**.

Note: It is very important the correct event entry is used so that your request gets processed timely. **Both events will prompt a question if it is appeal related or not related to an appeal. This way District Court is aware of the transcript when the record is transmitted for an appeal.**

4. The Court will coordinate transcript requests between the parties and the transcribers.
5. If your request has already been assigned to a different transcriber, via a request by another party, you will be notified of which agency to contact to obtain a copy of the transcript.
6. Please contact the court with any questions. Below are the contacts for each division:

Albany: Beth Vadney 518-257-1615  
Utica: Kathy Barrett 315-266-1111  
Syracuse: Nicole Smith 315-295-1686

### CD REQUEST:

1. Fill out form AO 436 - CD/Tape Order. This is available on the courts website at [www.nynb.uscourts.gov](http://www.nynb.uscourts.gov)
2. Enter the request in CM/ECF as *Bankruptcy > Other > CD Request*. The filing fee is paid through this event.
3. Your request will be processed and the CD will be mailed to you unless you arrange for pick up.

If you are not an electronic users contact the Court as listed below for instruction of how to proceed:

Albany: Beth Vadney 518-257-1615  
Utica: Kathy Barrett 315-266-1111  
Syracuse: Nicole Smith 315-295-1686