

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
2. File form AO 435 - Transcript Order Form. This is available on the Court's website at www.nynb.uscourts.gov, under Fillable Forms > Administrative Office Forms.

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 > Request for Transcript re : Appeal* or *Bankruptcy > Other > Request for Transcript*.

Note: It is very important the correct event entry is used so that your request gets processed timely.

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 any division:

Nicole Smith: 315-295-1686
Dawn Simmons: 315-295-1603

CD REQUEST:

1. Fill out form AO 436 - CD/Tape Order. This is available under Fillable Forms > Administrative Office Forms on the courts website at 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 user contact the Court at the numbers noted above and we will instruct you how to proceed.