

## INSTRUCTIONS FOR ORDERING A WRITTEN TRANSCRIPT OR AUDIO RECORDING

### 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), 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 all divisions:  

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

### AUDIO RECORDING REQUEST:

1. Fill out form AO 436 - CD/Tape Order. This is available here: [AO 436](#)
2. Enter the request in CM/ECF as *Bankruptcy > Other > CD Request*. The filing fee is processed through this event.
3. The audio recording will be mailed on a CD unless you arrange for pick up.

If you are not an electronic, user contact the Court at the phone numbers noted above and you will be instructed how to proceed.