

CD/TAPE REQUEST PROCEDURES

Anyone wishing to obtain an audio version of a hearing in the U.S. Bankruptcy Court¹ may request a copy of a CD or cassette tape by completing **AO Form 436 (Boxes 1 - 19)** and sending it:

via email to: orders_clerk@laeb.uscourts.gov

via fax to: 504-589-7866

or regular mail to:

U.S. Bankruptcy Court
500 Poydras Street, Suite 601
New Orleans, LA 70130
Attn: CD/Tape Order

For hearings held before August 1, 2003, a copy of a cassette tape will be provided. For hearings held after August 1, 2003, a copy will be provided on a CD.

Once the CD or tape is ready, the requesting party will be contacted to pick up the copy at the Clerk's office.

The cost for a CD or a cassette tape is \$30.00 for each CD or cassette tape. Payment is due at the time of pickup. Checks and money orders must be made payable to "Clerk, U.S. Bankruptcy Court."

For further information, contact the Clerk's office at (504) 589-7878.

11/2011 br

¹ Parties requesting transcripts of the Section 341 creditors' meetings should contact the United States Trustee's office at 589-4018.