

TRANSCRIPT REQUEST PROCEDURES

Official typewritten transcripts of the U.S. Bankruptcy Court's proceedings¹ may be ordered by completing **AO Form 435 (Boxes 1 - 19)**, available online, 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: Transcript Request

The estimated cost of the transcript is based on the type of transcript, the number of transcribed pages, and how quickly the transcript will be delivered. In general, one hour of audio proceedings equals approximately 50 typed pages.

TYPE	ORIGINAL	FIRST COPY	ADD'L COPY
ORDINARY (30 DAY) A transcript to be delivered in thirty (30) calendar days after receipt of deposit.	\$3.65 per page	\$.90	\$.60
14-DAY TRANSCRIPT A transcript to be delivered in fourteen (14) calendar days after receipt of deposit.	\$4.25 per page	\$.90	\$.60
EXPEDITED (7 DAYS) A transcript to be delivered in seven (7) calendar days after receipt of deposit.	\$4.85 per page	\$.90	\$.60
DAILY TRANSCRIPT* A transcript to be delivered the following business day after receipt of deposit. Note: This option available only for hearings less than two (2) hours.	\$6.05 per page	\$.90	\$.60

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

*A transcript that is estimated to be over 100 pages cannot always be ordered on a next day basis. The court transcribers do not produce any hourly or real time transcripts no matter the length of the hearing.

EXAMPLE: A 2 hour hearing is about 100 pages. A party requests an ordinary transcript. The estimated cost is \$365.00. [100 pages x \$3.65/page].

Remember, this is only an estimate. The actual cost will be determined by the transcriber. The requestor must pay the estimated deposit before the transcript will be processed. If there is a balance due to the transcriber, you will be notified with the amount upon completion of the transcript. If there is a balance due to the requestor, the refund will be paid upon completion of the transcript.

If you are interested in receiving a transcript, send **AO Form 435** to the Clerk's office as set forth above. The transcriber will contact you with the estimated deposit amount before producing the transcript.

Transcripts will be delivered to the Bankruptcy Clerk's Office for pickup.

REQUESTING COPIES OF RESTRICTED ACCESS TRANSCRIPTS

To purchase a copy of a transcript during the 90-day restricted access period, please contact the court via email at: orders_clerk@laeb.uscourts.gov. It is not necessary to complete a form. Simply send an email requesting a copy with the case name and number, hearing date and pleading number of the notice of official transcript. The court will contact you with the purchase price and where to forward payment. It is ninety cents (\$.90) per transcript page, and no fee for the transcriber certification page. Once payment is made to the appropriate transcriber, the copy will be delivered to the clerk's office for pickup.

Parties that purchase an original transcript or copy of a transcript will be granted electronic access to the transcript via PACER.

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