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San Jose Division

For Compact Disc, Tapes and Transcripts Ordering:

A copy of the tape recorded record of court proceedings is available at the rate of \$30.00 per 90 minute tape or CD.

Requests for copies of tapes or CD's may be made by phone or by writing, preferably on the CD/Tape Order form, that must be accompanied by a check, money order or cashier's check made payable to "U.S. Bankruptcy Court" for the exact amount. **Personal checks are not accepted.**

Attachments

[Transcript Order Form.pdf](#)

[Transcript Order Instructions.pdf](#)

[CD/Tape Order Form AO 436.pdf](#)

Transcript Rate Fees

<input type="checkbox"/>	Original	First Copy to Each Party	Each Additional Copy to Same Party
Ordinary Transcript (30 day)	\$3.65	\$0.90	\$0.60
14-Day Transcript	\$4.25	\$0.90	\$0.60
Expedited Transcript (7 day)	\$4.85	\$0.90	\$0.60
Daily Transcript	\$6.05	\$1.20	\$0.90
Hourly Transcript	\$7.25	\$1.20	\$0.90
Real-time Transcript	\$3.05	\$1.20	<input type="checkbox"/>

The above rates are applicable to each page of the transcript, excluding the certification page. Below is a description of the delivery times for each service.

Ordinary:	A transcript to be delivered within thirty (30) calendar days after receipt of an order.
14-Day:	A transcript to be delivered within fourteen (14) calendar days after receipt of an order.
Expedited:	A transcript to be delivered within seven (7) calendar days after receipt of an order.
Daily:	A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day.
Hourly:	A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours.
Real-time:	A draft unedited transcript produced by a certified real-time reporter as a byproduct of real-time to be delivered electronically during proceedings or immediately following adjournment.

You will need to identify the date and time of the hearing and the case name and number. You will be provided a cost estimate, mailing instructions and the name of the transcription firm. Requests for transcripts must be in writing, preferably on the Transcript Order form, accompanied by a check, money order or cashier's check for the amount of the estimate, made payable to the transcription firm (Palmer Reporting Services or Jo McCall).

All requests for tapes or transcripts can be mailed to:

Mail to:

U.S. Bankruptcy Court 280 South First Street Room 3035, San Jose, CA, 95113-3099

To place an order by phone call:

408-278-7500

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