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### Revised:

Tuesday, January 31, 2017

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF CALIFORNIA  
*San Francisco Division*

TRANSCRIPT, TAPE AND CD ORDERING PROCEDURE

Requirements when ordering a Transcript, Tape or CD:

1. To obtain a transcript estimate, please contact the Clerk's Office at 415-268-2300.
2. After obtaining an estimate, complete one of the following order forms when ordering a Transcript, Tape or CD. The form must be complete and include the Case Name; Case Number; and Date and Time of Hearing:

[Transcript Order Form \(A0435\)](#)

[Tape/CD Order Form \(A0436\)](#)

3. Applicable Rates are listed below:

FOR TAPES AND CDs:

The following rates are applicable when ordering a Tape or CD. Submit the order form and a business check, cashier's check or money order made payable to Clerk U.S. Bankruptcy Court (*no personal checks accepted*):

Rates/Delivery

Time Limit

\$31.00

To be delivered within 1-3 days.

90 Minute Tape/CD per hearing

FOR TRANSCRIPTS:

The following rates are applicable to each page of the transcript, excluding the certification page. Submit the order form and a check, money order, or cashier's check made payable to the designated transcription firm:

- Jo McCall Court Reporting
- Palmer Reporting Services

Rates/Delivery	Original	First Copy to Each Party	Each Additional Copy to Same Party
Ordinary - (30 day) To be delivered within thirty (30) calendar days after receipt of an order and payment.	\$3.65	\$0.90	\$0.60
14-Day To be delivered within fourteen (14) calendar days after receipt of an order and payment.	\$4.25	\$0.90	\$0.60
Expedited (7 day) To be delivered within seven(7) calendar days after receipt of an order and payment.	\$4.85	\$0.90	\$0.60
Daily To be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it is actually is a court day	\$6.05	\$1.20	\$0.90
Hourly A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours.	\$7.25	\$1.20	\$0.90
Realtime A draft unedited transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following adjournment.	\$3.05	\$1.20	

Mail all requests (order form) for transcripts, Tapes or CDs *and* payments to the following address:

U.S. Bankruptcy Court  
 Mail Box 36099  
 San Francisco, CA 94120  
 Attn: Clerk's Office

Note: Arrangements can be made to have the Tape or CD mailed, provided a self-addressed stamped envelope is enclosed with the order form.

**File Attachment:**

-  [Transcript Order Form \(A0435\)](#)
-  [Tape/CD Order Form \(A0436\)](#)

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