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<b>FORMS</b>	
CD/Tape Order Form *Please include a self addressed, stamped envelope	<input type="checkbox"/>
CD/Tape Order Instructions *Please include a self addressed, stamped envelope	<input type="checkbox"/>
Transcript Order Form	<input type="checkbox"/>
Transcript Order Instructions	<input type="checkbox"/>

1. A copy of the tape recorded record of court proceedings is available at the rate of \$30.00 per 90 minute tape. CD/Tape order forms are available in the Court Clerk's Office or you may request an order form by calling the Santa Rosa Division at 707-547-5900, ext. 0. Requests for copies of cd/tapes must be made in writing, preferably on the CD/Tape Order form, accompanied by cash, a money order or cashier's check made payable to "Clerk, U.S. Bankruptcy Court" for the exact amount and mailed to the U.S. Bankruptcy Court, 99 South E Street, Santa Rosa CA, 95404, Att: Kai Lau. Please include a self addressed, stamped envelope for return of the CD/Tape.

2. Official transcripts of court proceedings are available at the per page rates identified below. Transcript Order forms are available in the Clerk's Office or you may request an order form by calling the Santa Rosa Division at 707-547-5900, ext. 0.

3. To order a transcript, please call the Santa Rosa Division at 707-547-5921. You will need to identify the date of the hearing, the case name and number. You will be provided a cost estimate, mailing instructions and the name of the transcription firm. All requests for transcripts must be in writing, preferably on the Transcript Order form and accompanied by a deposit for the amount of the estimate, made payable to the transcription firm and mailed to the U.S. Bankruptcy Court, 99 South E Street, Santa Rosa CA, 95404, Att: Kai Lau. Please note: To request a 14 day transcript, check the box labeled Expedited and write in 14 day in the space provided.

<b>TRANSCRIPT FEE RATES</b>			
Rates	Original	1st Copy to Each Party	Each Additional Copy to Same Party
Ordinary Rate	\$3.65	\$ .90	\$ .60
14 Day Rate	\$4.25	\$ .90	\$ .60
Expedited Rate	\$4.85	\$ .90	\$ .60
Daily Rate	\$6.05	\$1.20	\$ .90
Hourly Rate	\$7.25	\$1.20	\$ .90
NOTE: Daily and hourly transcripts MUST be requested 3 days in advance of the court hearing.			

The above rates are applicable to each page of transcript, excluding the certification page. Transcript cost estimates are based on; 20 pages per 30 minutes of court proceedings.

<b>TURNAROUND TIMES</b>	
Ordinary	Transcript to be delivered within 30 days.
14 Day	Transcript to be delivered within 14 days.
Expedited	Transcript to be delivered within 7 days.
Daily	Transcript to be delivered within 24 hours.
Hourly	Transcript to be delivered within 2 hours.
NOTE: Daily and hourly transcripts MUST be requested 3 days in advance of the court hearing.	

**File Attachment:**

 [a0\\_436\\_-\\_1.pdf](#)

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