

[Audio Recording Order Instructions](#)

Revised: Tuesday, December 1, 2020

AUDIO RECORDING ORDER INSTRUCTIONS

ORDERING AN AUDIO RECORDING OF A COURT HEARING

A copy of the digital audio recording of a Court hearing held after 2002 is available on a compact disc (CD). Each CD holds up to approximately 80 minutes of recorded audio and costs \$32.00. If the audio you order does not fit onto one CD this rate is charged for each additional CD. This fee set by the [Judicial Conference of the United States](#), and must be paid before an audio order request is processed.

To order an audio recording of a Court hearing:

- **Parties with an ECF Account:** Complete and file an [Audio Recording Order Form](#) using the ECF event "Audio CD Request." A separate *Audio CD Request* form must be filed for **each hearing date** requested.
- **Parties without an ECF Account:** Complete and file an [Audio Recording Order Form](#) at the intake counter or by mail with the Clerk of Court divisional office where the hearing was held. The Court does not accept audio recording requests via fax, email or telephone. A separate [Audio Recording Order Form](#) must be completed for **each hearing date** requested. This is the only audio order form the Court will accept.

<p style="text-align: center;">San Francisco United States Bankruptcy Court 450 Golden Gate Avenue, 18th Floor Mail Box 36099 San Francisco, California 94102</p>	
<p style="text-align: center;">San Jose United States Bankruptcy Court 280 South First Street, Room 3035 San Jose, California 95113</p>	

AUDIO RECORDING PAYMENT, PLAYBACK AND PROCESSING

ECF filers will be prompted to pay when using the CM/ECF docket event [Audio CD Request](#).

For non-ECF filers, the Clerk will accept a money order, a cashier's check or a check from a non-debtor drawn on a business account, made payable to "**Clerk, U.S. Bankruptcy Court.**" ***Personal checks and cash are not accepted.*** Additionally, if submitted directly at a Clerk's divisional office intake counter payment by credit card from a non-debtor is also acceptable. Do **not** send credit card information through the mail. All payments must be in the exact amount of the fee(s) charged. The Clerk's Office does not make change.

Audio CDs play on many CD-R and CD-RW compatible players, on standard PC media players installed on most computers, including the Windows Media Player, and with Apple/Macintosh ("Mac") computers.

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Audio CD requests are ordinarily completed within two business days from receipt of the fee. The ordering party is notified by telephone or email when the audio request is ready for pick-up at the Clerk's divisional office. Alternatively, an audio CD may be delivered by mail if the ordering party provides a self-addressed fully postage-prepaid padded envelope suitable for mailing a CD.

COPIES OF COURT HEARING ON AUDIO TAPE

For a limited number of Court proceedings held before 2003, a copy of the audio recording is available on a cassette tape for purchase at the same \$32.00 rate. Before requesting an audio recording of a Court proceeding held before 2003, contact the Clerk's divisional office where the hearing was held to determine the availability of a Court proceeding recorded on audio tape.

SPECIAL NOTE ABOUT SECTION 341(a) MEETING OF CREDITORS

A Meeting of Creditors held pursuant Section 341 of the Bankruptcy Code is **not** conducted or recorded by the Court. The Court does not keep or provide recorded copies of a Meeting of Creditors. The *Audio Recording Order Form* may not be used to request a recording of a Meeting of Creditors. To request a recording of a Meeting of Creditors visit the [U.S. Trustee website](#).

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