

Audio CD Ordering and Playback Information

Parties may obtain audio copies of CD recordings from the Clerk's office for a fee of \$26.00

I. Ordering Information

- A. Complete Hearing CD Order Form with all appropriate information
 - 1. The Hearing CD Order Form may be obtained from the Clerk's office, or from the Bankruptcy Court's website (www.utb.uscourts.gov)
 - 2. Using the link "Bankruptcy Forms" click on "Hearing CD Order Form"
- B. Submit form to Clerk's office with payment of \$26.00

II. Playback Instructions

A. Playback must be accomplished using FTR Player Plus. FTR Player Plus is available as a free download from www.fortherecord.com. The program can be downloaded by following the steps listed below.

- 1. Go to www.fortherecord.com
- 2. Select Products, then FTR Gold, then FTR Player Plus
- 3. Click **FREE DOWNLOAD**.
- 4. Click *FTR Gold Player Plus 2.2*
- 5. You will then be directed to a registration page and will be required to register to download the player.
- 6. After registration, you should be directed to a page titled *Downloads*. If you are not directed to this page, click *Downloads* on the left side of the screen.
- 7. Under FTR Gold click on FTR PLAYERPLUS.
- 8. Click DOWNLOAD next to FTR Player Plus 2.2 (Latest Version)
- 9. Save the file to your desktop.

B. Now that you have successfully downloaded FTR Player Plus, you are ready to playback your audio CD by following the steps below.

- 1. Insert the CD into your CD drive on your computer
- 2. Open FTR Player Plus by clicking on the FTR icon on your desktop
- 3. Click on the Yellow folder to open your audio CD
- 4. You should have a box pop up titled, "Open Audio" and it should have two columns: Folders/Drives and Location/Days.
- 5. Under Folders/Drives locate and double click on your CD drive
- 6. Single click on the file name of the CD
- 7. Under Location/Days double click on file name (i.e. Wednesday, July 18, 2007).
- 8. Make sure your speakers are turned on and click the Play button.

C. If you have any problems playing back the CD, please contact Kyle (801-524-6634), or Kathy (801-524-6578)

