

Transcript Ordering Instructions

A typed transcript of hearing may be obtained by completing the Notice of Transcript Order Form and then forwarding the form to the transcriptionist for completion.

****Please note that if you are requesting a transcript for a case that is on appeal, pursuant to FRBP 8006, you are required to file the transcript order form with the Clerk along with forwarding a copy to the transcriptionist.**

I. Instructions:

A. Prior to ordering the transcript, please check to see if the transcript has already been requested or already filed.

1. Check the docket to see if the transcript of the hearing has already been filed. If already filed you may obtain a copy using the steps below.

2. With a PACER Account, you can download the transcript and print a copy.

3. Contact the Bankruptcy Court Clerk's Office for a copy. (standard copying rates will apply)

4. Contact the transcriptionist for a copy. The transcriptionist's name can be obtained from the Bankruptcy Court Clerk's office

B. To see if a transcript is in the process of being transcribed contact Kyle Crockett (801-524-6634), or Kathy Maestas (801-524-6578)

II. Please follow the steps below if the hearing being requested has not already been transcribed

A. Contact a court approved transcriptionist to contract for transcription of hearing. Please note that the transcriptionists are not employed or contracted by the Court. Fee arrangements are to be made between the parties and the transcriptionists

<u>Company</u>	<u>Contact</u>	<u>Phone</u>	<u>Fax</u>
CitiCourt Reporting	Karl or Katrina	801-532-3441	801-532-3414
Regional Reporting Service	Carolyn Erickson	801-523-1186	801-619-0177
Carlton Way	Carlton or Billie Way	801-706-9635	801-364-4943
Mindi Monson	Mindi Monson	801-898-3128	801-288-8998
Depomax Merit	Anthony Johnson	801-328-1188	801-328-1189
Richards Certified Shorthand Reporting	Amanda Richards	866-785-3250	866-785-3251

B. Complete Notice of Transcript Order Form with all appropriate information.

C. Forward the completed order form to the contracted transcriptionist. For a transcript for a case on appeal, pursuant to FRBP 8006, you are required to file the transcript order form with the Clerk along with forwarding a copy to the transcriptionist.

D. Correspond with contracted transcriptionist to get a copy of the requested transcript.

