



## Audio ONLY Ordering Instructions

The United States Bankruptcy Court for the District of Utah uses a digital audio recording system for court hearings. Audio recordings for hearings held by Judge Mosier, Judge Marker, Judge Anderson, and Judge Thurman are available for download through PACER. PACER charges \$2.40 per download. All audio recordings are also available for purchase through the Clerk's Office for \$32.00.

To purchase an audio recording, please contact **Maryn Richmond at 801-524-6583 or Tina Coates at 801-524-6625** and complete the ["Audio/CD Order Form."](#) [1] The audio recording may be burned to a CD or emailed to the ordering party. The completed form should be delivered to the Clerk's Office with the \$32.00 fee (personal checks NOT accepted) or the completed form may be emailed to [Maryn](#) [2] or [Tina](#) [3]. Payment maybe made by phone by contacting the U.S. Bankruptcy Court Cashier at 801-524-6687. The ordering party will be contacted when the audio is ready. The ordering party may leave a self-addressed envelope with proper postage if they would like the CD returned to them in the mail.

NOTE: The First Meeting of Creditors (341 Meeting) is a meeting administered by the United States Trustee's office. To obtain an audio recording of a First Meeting of Creditors, please contact the United States Trustee's office at 801-524-5734.

## Official Transcript Ordering Instructions

A typed transcript of a hearing may be obtained by completing the [Notice of Transcript Order Form \(Non Appeal\)](#) [4]\* 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 8009, you are required to file the transcript order form - [Notice of Transcript Order Form - Appeal](#) [5] with the court along with forwarding a copy to the transcriptionist.

Prior to ordering the transcript, check to see if the transcript has already been requested or already filed:

1. Using PACER (<https://www.pacer.gov> [6]), check the docket to see if the transcript of the hearing has already been filed. If already filed, download the transcript and print a copy. A copy of a filed transcript may also be obtain through the Bankruptcy Court Clerk's Office, however, standard copying rates will apply (\$.10 / page).
2. Contact Maryn Richmond (801-524-6583) or Tina Coates (801-524-6625) to see if the transcript is in the process of being transcribed

If the transcript has not been requested, follow the steps below:

1. Contact a court approved transcriptionist to contract for transcription of hearing. Please note that transcriptionists are not employed or contracted by the Court. Fee arrangements are to be made between the parties and the transcriptionist.
2. Complete Notice of Transcript Order Form with all appropriate information.
3. Forward the completed order form to the contracted transcriptionist. For a transcript for a case on appeal, pursuant to FRBP 8009, you are required to file the transcript order form with the Clerk's Office along with forwarding a copy to the transcriptionist. If filing the Notice of Transcript Order Form - Appeal electronically, please use the CM/ECF event code "Transcript Ordered re: Notice of Appeal."



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

### Transcriptionists

Ed Young  
801-328-3202

CitiCourt, LLC  
801-532-3441

Depo  
801-3

Karen Murakami  
801-328-4800

M. Amanda Richards  
801-369-3699

Laura  
801-3

Patti Walker  
801-328-4800

Q&A Reporting  
Mindi Monson  
801-484-2929

**Source URL:** <https://www.utb.uscourts.gov/transcripts>

### Links

[1] <https://www.utb.uscourts.gov/forms/audiocd-order-form>

[2] [mailto:maryn\\_richmond@utb.uscourts.gov](mailto:maryn_richmond@utb.uscourts.gov)

[3] [mailto:tina\\_coates@utb.uscourts.gov](mailto:tina_coates@utb.uscourts.gov)

[4] <https://www.utb.uscourts.gov/forms/transcript-order-form-non-appeal>

[5] <https://www.utb.uscourts.gov/forms/transcript-order-form-appeal>

[6] <https://www.pacer.gov>