

TRANSCRIPT REQUESTS
Revised: June 22, 2016

Each court proceeding (hearing/trial) is recorded. You may receive from the Clerk's office a copy of a recording of a court hearing (1) on a compact disk by mail or (2) in a windows media audio (wma) file that can be e-mailed. A hard copy of a transcript will be prepared by a transcriptionist.

ATTORNEY REQUESTING A COPY OF A RECORDING.

1. To request a copy of a recording of a court proceeding (hearing/trial), go to:
Bankruptcy or Adversary
Other
Enter Case/Adversary Number
Select event "Request for Audio of Hearing"
Create a link to the hearing you are requesting.
Enter the fee amount, which will need to be paid by credit card.
2. Pay the \$30.00 audio reproduction fee by credit card.

NON-ATTORNEY REQUESTING A COPY OF A RECORDING.

1. To request a copy of a recording of a court proceeding (hearing/trial) on a compact disk (CD) or wma file, call Shan Stroup of the Clerk's office at 605-945-4460 or e-mail Shan at shan_stroup@sdb.uscourts.gov and provide the case name, the case or adversary number, and the date of the court proceeding.
2. Send a cashier's check or a money order in the amount of \$30.00/hearing (payable to Clerk, U.S. Bankruptcy Court).
 - Mail the check, cashier's check or money order to:
Clerk, U.S. Bankruptcy Court
225 South Pierre Street, Room 203
Pierre, SD 57501

ORDERING A TRANSCRIPT.

An attorney may request a transcript of a court proceeding (hearing/trial) by electronically filing a completed [Transcript Order \(AO 435\)](#). When the Transcript Order has been e-filed using the event "Request for Transcript," the transcriptionist will receive e-notice. The Clerk's office will forward to the transcriptionist the information necessary to prepare the transcript. The transcriptionist will contact the attorney regarding payment.

If a pro se party is requesting a transcript, an original, signed and completed [Transcript Order \(AO 435\)](#) must be mailed to the Clerk's office. When the Transcript Order has been filed using the event "Request for Transcript," the transcriptionist will receive e-notice. The Clerk's office will forward to the transcriptionist the information necessary to prepare the transcript. The transcriptionist will contact the pro se party regarding payment.

ESTIMATED COST OF TRANSCRIPT:
15 minutes = 10 pages = \$38.00
30 minutes = 20 pages = \$75.00
45 minutes = 30 pages = \$112.00
1 hour = 40 pages = \$148.50

ORDERING A COPY OF A TRANSCRIPT.

To order a copy of a previously filed transcript, call Exceptional Reporting at 361-949-2988.