

## **TRANSCRIPT REQUESTS**

**Revised: February 21, 2024**

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Each court proceeding (hearing/trial) is recorded. You may request from the Bankruptcy Clerk's office a copy of a recording of a court proceeding either on a compact disc (CD) by mail or in a windows media audio (wma) file by e-mail. A hard copy of a transcript will need to be prepared by a transcriptionist.

### **ATTORNEY REQUESTING A COPY OF A RECORDING.**

1. To request a copy of a recording of a court proceeding, go to:

Bankruptcy or Adversary

Other

Enter the Case Number or the Adversary Number.

Select the event "Request for Audio of Hearing."

Create a link to the requested court proceeding.

Enter the fee amount, which will need to be paid by credit card.

2. Pay by credit card the \$34.00 per proceeding audio reproduction fee.

### **NON-ATTORNEY REQUESTING A COPY OF A RECORDING.**

1. To request a copy of a recording of a court proceeding, call Shan Stroup of the Clerk's office at (605) 945-4460 or e-mail Shan at [shan\\_stroup@sdb.uscourts.gov](mailto:shan_stroup@sdb.uscourts.gov) and provide the case name, the case number or the adversary number, and the date of the court proceeding.
2. Mail or deliver a cashier's check or a money order (payable to Clerk, U.S. Bankruptcy Court) in the amount of \$34.00 per proceeding to:

Clerk, U.S. Bankruptcy Court  
225 South Pierre Street, Room 203  
Pierre, SD 57501

### **ATTORNEY ORDERING A TRANSCRIPT.**

1. An attorney may request a transcript of a court proceeding by electronically filing a completed [Transcript Order \(AO 435 \(Rev. 10/23\)\)](#).

Bankruptcy or Adversary

Other

Enter the Case Number or the Adversary Number.

Select the event "Request for Transcript."

Browse for the PDF of the completed and signed Transcript Order (AO 435).

Create a link to the requested court proceeding.

2. The transcriptionist will call the attorney for a credit card number to pay the deposit.

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### **ATTORNEY ORDERING A TRANSCRIPT PURSUANT TO AN APPEAL.**

1. An attorney may request a transcript of a court proceeding pursuant to an appeal by electronically filing a completed [Transcript Order \(AO 435 \(Rev. 10/23\)\)](#).

Bankruptcy or Adversary

Appeal

Enter the Case Number or the Adversary Number.

Select the event "Transcript Ordered re: Notice of Appeal."

Browse for the PDF of the completed and signed Transcript Order (AO 435).

Create a link to the Notice of Appeal.

2. The transcriptionist will call the attorney for a credit card number to pay the deposit.

### **NON-ATTORNEY ORDERING A TRANSCRIPT.**

1. A non-attorney may request a transcript of a court proceeding by mailing to the Clerk's office an original signed and completed [Transcript Order \(AO 435 \(Rev. 10/23\)\)](#).
2. The transcriptionist will call for a credit card number to pay the deposit.

### **REQUESTING COPY OF A PREVIOUSLY FILED TRANSCRIPT.**

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

### **REQUESTING A TRANSCRIPT OF A FIRST MEETING OF CREDITORS.**

If a party wishes to request a transcript of a first meeting of creditors, the party will first need to contact the U.S. Trustee or the case trustee to obtain a copy of the audio recording. The party will then need to arrange for a certified court reporter to prepare a transcript from the audio recording. The court reporter will electronically file the transcript with the Court.