

**REQUEST FOR TRANSCRIPT and
REQUEST FOR TRANSCRIPT RE: APPEAL
Updated 5/22/2009**

Description: This process shows the steps and screens required for an external user to submit a Request for Transcript and a Request for Transcript re: Appeal for a particular hearing on CM/ECF.

STEP 1 - Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on either **Other** or **Appeal** hyperlink (which ever event is applicable).
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

STEP 3 - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the [**Next**] button.

STEP 4 - The EVENTS screen displays.

- Scroll to select **Request for Transcript** or **Request for Transcript re: Appeal** from the list of events or start typing "Request" in the text box to find the event.
- Click the [**Next**] button.

STEP 5 - The JOINT FILING screen displays.

- Click in the box if the document is being filed with another attorney.
- Click the [**Next**] button.

STEP 6 - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop down box, click **Add/Create New Party** and complete the information. For more detailed information about adding parties, see section on Adding a Party for instructions.
- Click the **[Next]** button.

STEP 7 - The ASSOCIATION screen displays.

- Click in the box to associate the filing attorney with the filing party, if necessary.
- Click the **[Next]** button.

STEP 8 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event. This would be the scanned image of the court's Transcript Form available on this web page. Also, verify that the attorney's signature is on the form.
- Click the **[Next]** button.

STEP 9 - The ENTER DATE OF HEARING screen appears.

- Type the hearing date of the requested transcript.
- Click the **[Next]** button.

STEP 10 - The MODIFY DOCKET TEXT screen appears.

- Modify text as necessary.
- Click the **[Next]** button.

STEP 11 - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to

modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

Sample Docket Text: Final Text – Request for Transcript

Request for Transcript of Hearing Held on 4/7/2009 Regarding Auction for Household items filed by Bill Attorney on behalf of Joe Debtor. (Attorney, Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Sample Docket Text: Final Text – Request for Transcript re: Appeal

Request for Transcript re: Appeal; of Hearing Held on 5/12/2009 Regarding Auction for Household items filed by Bill Attorney on behalf of ABC Company. (Attorney, Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

STEP 12 - The NOTICE OF ELECTRONIC FILING screen displays.

NOTE: The ECRO Division will call the attorney with an estimated cost for the transcript and relay information as to whom the check should be made payable. For detailed information related to filling out the actual Transcript Form, please contact a member of the ECRO Division.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to

the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.