

UNITED STATES BANKRUPTCY COURT
DISTRICT OF DELAWARE

DAVID D. BIRD
CLERK OF COURT

824 MARKET STREET
WILMINGTON, DE 19801
(302) 252-2900

DATE: October 16, 2002
TO: Delaware Bar
FROM: David D. Bird
RE: Transcript Turnaround and Transcript Fees

There seems to be some confusion about turnaround time and fees associated with the production of transcripts. It has come to my attention that a majority of the transcript requests being made by the bar are for daily turnaround. The Judicial Conference of the United States has defined a daily transcript as “a transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day.” Delivery under this guideline may be difficult if not impossible to accommodate due to heavy court schedules, numerous requests for transcripts, and proximity of transcription services to the Court.

Please reserve the use of daily requests for emergency purposes only. Wherever possible, please utilize expedited transcripts (to be delivered within seven (7) calendar days after receipt of an order) and ordinary transcripts (to be delivered within thirty (30) calendar days after receipt of an order). Our office will do everything we can to accommodate quick turnaround of transcripts. We are making every effort to utilize transcription services that will provide quick turnaround. We are exploring a multitude of options for electronic transmission.

Audio copies of the digital record are available in CD format. Please consider requesting a copy of the CD instead of requesting a daily transcript. If a daily request cannot be accommodated, your request will be processed as expedited and Court personnel will contact you.

Thank you for assisting the Court in complying with Title 28 U.S.C. Section 753 and the fees set by the Judicial Conference.

Please note: The fee schedule, as prescribed by the Judicial Conference, can be found at www.deb.uscourts.gov in the Forms & Documents section.

Transcript/CD Order Form

Please fill out all spaces completely and return via mail or fax to:

U.S. BANKRUPTCY COURT
DISTRICT OF DELAWARE
824 MARKET STREET, WILMINGTON, DE 19801
FAX NO. 302-573-6006

FOR COURT USE ONLY

DUE DATE:

1. NAME	2. FIRM NAME & PHONE NUMBER	3. DATE
4. MAILING ADDRESS	5. CITY	6. STATE & ZIP CODE
7. CASE NAME & NUMBER	8. NAME OF JUDGE	9. LOCATION OF PROCEEDINGS
10. DATE AND TIME OF HEARING	SELECT THE TYPE OF DELIVERY BELOW	
	CD (see note below) <input type="checkbox"/>	TRANSCRIPT (select format) Hard Copy Only <input type="checkbox"/> Hard Copy and E-Mail <input type="checkbox"/> (include your e-mail address below)

11. PLACE ORDER BELOW				
CATEGORY (please see the document entitled "Transcript Costs" which is posted in the Forms and Documents section of the Court's website for information on costs and descriptions of the categories.)	ORIGINAL (Includes One Free Copy for the Court)	ONE COPY	EACH ADDITIONAL COPY	IMPORTANT NOTE FOR THOSE ORDERING CDs WHO USE A WINDOWS 2000 OPERATING SYSTEM: The CD Reader Patch must be downloaded and installed in order to play a CD. To download this patch, go to www.deb.uscourts.gov/forms.htm
ORDINARY				
EXPEDITED				
DAILY				

CERTIFICATION (13 & 14) By signing below, I certify that I will pay all charges due for this order.

12. SIGNATURE	13. DATE
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FOR COURT USE ONLY				
TRANSCRIPT TO BE PREPARED BY				
ORDER RECEIVED	DATE	BY		
DEPOSIT PAID			DEPOSIT PAID	
TRANSCRIPT ORDERED			TOTAL CHARGES	
TRANSCRIPT RECEIVED			LESS DEPOSIT	
ORDERING PARTY NOTIFIED TO PICK UP TRANSCRIPT			TOTAL REFUNDED	
PARTY RECEIVED TRANSCRIPT			TOTAL DUE	