

United States Bankruptcy Court
Eastern District of Washington

INSTRUCTIONS FOR ORDERING TRANSCRIPTS OF PROCEEDINGS

- A) Contact the appropriate ECR operator (see below) for an estimate of the cost and the time for preparation of the transcript. Give the pertinent hearing information to the ECR operator for processing, including the case name, number and the date and time of the hearing.
- B) Either mail or deliver a check for one-half of the cost of the transcript, payable to the transcriber whose name will be supplied at the time the estimate is given. Upon receipt of the check the request will be processed.
- C) You will be notified by the transcriber when the transcript is completed and if there is a remaining amount due. Likewise, if there is an over payment, a refund will be included from the transcriber. Transcripts will be available for pickup at the clerk's office or mailed to you when the total fee is received.
- D) If an appeal is contemplated, the original will be filed with the clerk's office and a copy will be sent to the requesting party.

INSTRUCTIONS FOR ORDERING TAPES OF PROCEEDINGS

- A) Contact the appropriate ECR operator (see below) for an estimate of the cost and a date for completion of taped copies of hearings. The tapes may be ordered in writing or by phone.
- B) You must have the case name and number, the name of the presiding judge and the date and time of the hearing. Note: Copies of tapes may not be used for appeal purposes. A certified transcript of the proceedings must be ordered through the ECR operator, and the original filed with the clerk.
- C) Payment is due and owing upon completion of the tapes. Checks must be made out for the exact amount and payable to "United States Courts," and mailed as follows;

ECR OPERATORS

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