## Accessing audio files from PACER

All court proceedings held in the Eastern District of Washington Bankruptcy Court are digitally recorded. Many of these hearings are posted to the PACER (Public Access to Court Electronic Records) System. There are two methods to access those audio files.

## By the Individual Case Record:

- 1. Login with your PACER account supplied by the PACER Service Center (800) 676-6856.
- 2. Select Reports from the blue menu bar.

SECF	<u>Q</u> uery	Reports -	<u>U</u> tilities ▼	Logout	
				A STATUS BAN	
			UNITE	D STATES BAN	NKRUI
			EASTI	ERN DISTRICT	OF W

3. Select **Docket Report** 



4. Type in desired **Case Number** (filters such as date range or document range are not required).

δEC	F	<u>Q</u> uery		Reports 🝷
Docket	Sheet			
Case nu • File • Ente	mber 03-120 d ered	te	0	Find This Case
Docun	ients	to		
Include:	nated parties	<b>Docun</b> s 🗆 Vie	n <b>ent op</b> t w multi	t <b>ions:</b> ple documents
		Forma	ıt:	
		IT	ML	
		○ Tex	xt	
Sort by	Oldest date fir	st	•	
Run Rep	oort Clear	]		

645

- 5. Click Run Report
- 6. Locate the docket entry and click on the **document number** in the second column to access the PDF file that contains the embedded audio.

12/12/2011

<sup>(1)</sup> PDF with attached Audio File. Court Date & Time [ 12/12/2011 1:23:52 PM ]. File Size [ 6424 KB ]. Run Time [ 00:26:46 ]. ( ). (admin). (Entered: 12/12/2011)

- 7. The audio files are in MP3 format and embedded as an attachment to the PDF (Windows Media Player will play MP3 files by default). Click the **Attachments** tab or **Paper Clip** icon (you will need the latest version of Adobe Acrobat Reader) to display a link to the MP3 file.
- 8. The Attachment window will then be shown. **Double Click** on the embedded audio file to open it (you can also click on the embedded audio file and then click **open** or **save**).

		• 🖂   🕥 🕘 🗌	1 / 1 🗼 🖑	80.3%	- 📙 🛱			Comment	Sha
	At	ttachments I					Page 1 of 1		
		]▼ 66 66 <b>6</b> 6 1i	1	UNITED STATES I	BANKRUPTC	Y COURT			
Å	ii 📢	2bk2003-12000-ftrdOU	]	EASTERN DISTRI	CT OF WASE	HINGTON			
			]	PDF FILE WITH AU	DIO FILE AT	TACHMENT			
				2003-12000					
				Jane Doe Test an	d Jon Doe Test	t			
				Case Type :	bk				
				Case Number :	2003-12000				
				Case Title :	Jane Doe Test a	nd Jon Doe Test			
			I	Audio Date\Time:	12/12/2011 1	:23:52 PM			

9. Adobe Acrobat may warn you of the dangers of opening attachments. Click **OK** to open the file and your default audio play will pop up and begin playing the audio file.

Open Fi	le 🔀
2	The file "104-bk-12597-May09day14090.51400060006.mp3" may contain programs, macros, or viruses that could potentially harm your computer. Open the file only if you are sure it is safe. Would you like to:
	• Open this file
	◯ Always allow opening files of this type
	O Never allow opening files of this type
	OK Cancel

All Audio Records by Date Range:

- 1. Login with your PACER account supplied by the PACER Service Center (800) 676-6856.
- 2. Select **Reports** from the blue menu <u>bar</u>.

SECF	<u>Q</u> uery	Reports	<u>U</u> tilities ▼	Logout
				STRETOF WILLING
			UNITE	D STATES BANKRUI
			EASIE	KN DISTRICT OF W
Select <b>Docket A</b>	ctivity			

3.



- 4. Select any desired filters, such as date range or case type.
- 5. From the **Category** field, select **audio**.

<b>∃ECF</b>	Query	Reports 🔹	<u>U</u> tilities ▼	Logout	3				
Docket Activit	y Report								
Warning: you	Warning: you will be billed for the total number of pages (this report is not subject to the 30- page limit on PACER charges).								
Case number									
Office Spokane	e/Yakima	Case type ap bk •							
Category answer appeal audio		<ul><li>Open cases</li><li>Closed cases</li></ul>							
Entered between	12/4/2012	to 12/5/2012	Sum Full	mary Text Docket Text					
Sort by Case Num	ber 👻	•							
Run Report Cle	ear								

- 6. Click on Run Report.
- 7. A list of all audio files for the given date range will be displayed. Click on the document number in the second column to access the PDF file that contains the embedded audio.

	Reports -	<u>U</u> tilities ▼	Logout					
Docket Activity Report								
UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF V								
	<b>Report Period: 12/12/2011 - 12/12/2011</b>							
Case	Doo Id	Date Entered/Filed	Category/ Event	Judgo Trusto				
03-12000-PCW11 Jane J Doe Test Office: 2 Type: 1	Doe Test and Jon	Entered: 12/12/2011 16:00:01 Filed:	<i>Category:</i> audio <i>Event:</i> Audio File	Judge: Wi Trustee: APPLICAH				
		12/12/2011						

8. Refer to Steps 7-9 above.