



**United States Bankruptcy Court  
Central District of California**



**Audio Recording of Court Proceedings Order Form**

**Ordering Party: Name, Address, and Telephone Number**

Name \_\_\_\_\_  
 Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_

**Case/Debtor Name:**

**Case Number:** \_\_\_\_\_ **Chapter No.:** \_\_\_\_\_

**Bankruptcy**       **Adversary**

**Presiding Judge** \_\_\_\_\_

**Hearing Information** (A separate form must be completed for each hearing date requested.)

**Date of Hearing:** \_\_\_\_\_ **Time of Hearing:** \_\_\_\_\_ **Calendar Matter Number:** \_\_\_\_\_  
 (Use one form for each hearing date.)

Do you want a recording of the  entire hearing  ruling, or  part of a hearing. If you want a recording of only part of the hearing, please indicate which part below:

**Number of copies requested:** \_\_\_\_\_

**Digital Formats** (If the hearing date requested is prior to implementation of digital recording, please skip this section.)

For audio requests of hearings held *after an office converted to digital recording*, you have the option to select the format for your CD-ROM. Please make your selection below.

- CD - FTR Gold format** you must download the free *FTR Player Plus™* onto your computer from <[www.ftrgold.com](http://www.ftrgold.com)>.
- CD - Windows Audio format** will play using standard software installed on most computers.
- CD - PC Audio format** (generic format) can be played on most CD-R and CD-RW compatible players designed to play music. **This is the only format which is compatible with either a Macintosh or Apple computer.**

**Cost**

The cost for one compact disc (CD) or one cassette tape is \$26.00. A deposit of \$26.00 is required for each hearing date before an audio request may be processed. Audio requests are ordinarily completed within two business days from receipt of the deposit. The ordering party will be notified by telephone when the audio request is ready. If additional fees are required, the ordering party will be notified. Payment of additional fees is required prior to picking up the completed order.

**Signature of ordering party:**

\_\_\_\_\_ Date: \_\_\_\_\_

By signing, I certify that I will pay all charges upon completion of the audio recording request.

**Pick-up Verification:**

\_\_\_\_\_ Date: \_\_\_\_\_

# Media Duplicated \_\_\_\_\_ Total Cost: \_\_\_\_\_

Order Received	Date	By	Deposit Paid
Deposit Paid			Total Charges
Audio Duplicated			Less Deposit
Party Notified to Pick-up			Total Due

**Cashier Verification:**

Receipt Number \_\_\_\_\_

Stamp \_\_\_\_\_

(Seal)

## Audio Recordings of Court Proceedings Ordering Information

The Bankruptcy Court for the Central District of California has converted the method used to record court hearings from an analog tape system to digital technology. The Court has selected the *FTR Gold*™ digital recording product as it offers superior sound reproduction capability compared to the former tape process.

Audio recordings of court proceedings requested for hearings held after an office converted to the new digital system, will be provided on a compact disc (CD). Audio recordings of hearings held before implementation of the new system will continue to be provided in a cassette tape format. The cost of either one compact disc (CD) or one cassette tape is \$26.00 each.

Audio requests provided on compact discs may be ordered in one of three formats, ***FTR Gold***, ***Windows Audio***, or ***Audio CD*** (the most generic format).

***FTR Gold*** - This format must be played using *FTR Player Plus*™ which is available at no charge on the *FTR Gold*™ web site at, <[www.ftrgold.com](http://www.ftrgold.com)>. (Please note the minimum system requirements as listed on the *FTR Gold*™ web site and the availability of separate downloads for various Windows products.) If audio is played using this software the user will be able to navigate through the recording by using the time references from the actual hearing. One day's hearings may be provided on one CD using this format.

***Windows Audio*** - This format will play using the standard Windows Media Player software installed on most personal computers. One day's hearings may be provided on one compact disc (CD) using this format.

***Audio CD*** - This generic format will play on most CD-R and CD-RW compatible players designed to play music and other audio programs. Select this option if the audio will be played in a vehicle or on a personal CD player. **In addition, this is the only format which is compatible with Macintosh or Apple computers.** ***However, this format is not able to contain as much audio as the other two options. Compact discs formatted in this generic format will hold a maximum of 70 minutes of recordings.*** For example, a 90-minute hearing provided in this format will be provided on two compact discs (CD) at a cost of \$52.00.

Offices in the Central District converted to digital recording in stages and each office's implementation date is listed below. Should you have questions regarding digital recording, please contact one of the Clerk's Office staff members listed.

Division	Effective Date	Contact Person
San Fernando Valley	December 8, 2003	Fern Campbell (818) 587-2849
Riverside	March 1, 2004	Joyce Buchheit (951) 774-1086
Santa Ana	May 3, 2004	Michelle Maxon (714) 338-5370
Northern	June 21, 2004	Kam Rust (805) 884-4873
Los Angeles Judges: Ahart, Bluebond, Bufford, Smith, Zurzolo	July 26, 2004	Sandra Peters (213) 894-3150
Los Angeles Judges: Carroll, Donovan, Tighe, Robles, Russell	August 23, 2004	