

## Instructions General

**Use.** Use this form to order the transcription of proceedings. Complete a separate order form for each case number for which transcripts are ordered.

**Completion.** Complete Items 1-19. Do not complete shaded areas which are reserved for the court's use.

**Deposit Fee.** Contact the Office of the Clerk at 918-549-7200 to obtain an estimate of the amount of the required deposit fee and Transcriptionist name and address. A copy of the form and deposit should then be mailed to the transcription service that will be completing the order. Upon receipt of the deposit, the transcript service will process the order.

**File the Transcript Order Form.** The Transcript Order Form should be electronically filed with the Bankruptcy Court for the Eastern District of Oklahoma using the event **Bankruptcy or Adversary>Other>Transcript Request**.

**Deliver Time.** Delivery time is computed from the date of receipt of the deposit fee or for transcripts ordered by the federal government from the date of receipt of the signed order form.

**Completion of Order.** The transcript will be filed with the court when completed.

**Balance Due.** If the deposit fee was insufficient to cover all charges, the transcript service will notify you of the balance due which must be paid prior to receiving the completed order.

## SPECIFIC

- Items 1-19.** These items should always be completed.
- Item 8.** Only one case number may be listed per order.
- Item 15.** Place an "X" in each box that applies.
- Item 16.** Place an "X" in the box for each portion requested. List specific date(s) of the proceedings for which transcript is requested. Be sure that the description is clearly written to facilitate processing. Orders may be placed for as few pages of transcript as are needed.
- Item 17.** Categories. There are six (6) categories of transcripts which may be ordered. These are:
- Ordinary.** A transcript to be delivered within thirty (30) calendar days after receipt of an order. (Order is considered received upon receipt of the deposit.)
- 14-Day.** A transcript to be delivered within fourteen (14) calendar days after receipt of an order.
- Expedited.** A transcript to be delivered within seven (7) calendar days after receipt of an order.
- Daily.** 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.
- Hourly.** A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours.
- Realtime.** A draft unedited transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following adjournment.

**NOTE:** Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within seven (7) calendar days, payment would be at the 14-day delivery rate, and if not completed and delivered within 14 calendar days, payment would be at the ordinary delivery rate.

- Ordering.** Place an "X" in each box that applies. Indicate the number of additional copies ordered.
- Original.** Original typing of the transcript. An original must be ordered and prepared prior to the availability of copies. The original fee is charged only once. The fee for the original includes the copy for the records of the court.
- First Copy.** First copy of the transcript after the original has been prepared. All parties ordering copies must pay this rate for the first copy ordered.
- Additional Copies.** All other copies of the transcript ordered by the same party.
- Item 18.** Sign in this space to certify that you will pay all charges. (This includes the deposit plus any additional charges.)
- Item 19.** Enter the date of signing.
- Shaded Area.** Reserved for the court's use.

(Updated 10/14)