October 2026

Transcript Order Form Instructions

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 as directed below.

Deposit Fee. Contact the Clerk's Office at 918-699-4000 to obtain an estimate of the cost of the transcript. The transcription service will contact the ordering party to make arrangements for payment or a deposit fee. Upon receipt of full payment or a deposit fee the transcription service will process the order.

File the Transcript Order Form. The Transcript Order Form should be filed using the event **Bankruptcy Events > Other > Transcript Requested.**

Delivery 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.

Top Portion of Form	These items should always be completed. **Note**: Only one case number may be listed per order
Transcript Requested Section	Please select 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. **Categories**. There are five (5) categories of transcripts which may be ordered for this Court. These are: ***30-Day (Ordinary)***. A transcript to be delivered within thirty (30) calendar days after receipt of an order **and the deposit fee**. ***14-Day***. A transcript to be delivered within fourteen (14) calendar days after receipt of an order **and the deposit fee**. ***7-Day (Expedited)***. A transcript to be delivered within seven (7) calendar days after receipt of an order **and the deposit fee**. ***3-Day***. A transcript to be delivered within three (3) calendar days after receipt of an order **and the deposit fee**. ***Next-Day (Daily)***. A transcript to be delivered on the calendar day following receipt of the order (regardless of whether that calendar day is a weekend or holiday), prior to the normal opening of the clerk's office. ***Please call the Clerk's Office to alert of daily request.***

Transcript Order Form Instructions

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. Please select the 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.

Certification Section

Sign in this space to certify that you will pay all charges. (This includes the deposit plus any additional charges.)

Enter the date of signing.

Enter the email address of the ordering party.

U.S. BANKRUPTCY COURT FOR THE EASTERN DISTRICT OF OKLAHOMA

(Rev. 10/26)

101 N. 5TH, Room 403, Muskogee, OK 74401

www.okeb.uscourts.gov

Please read the instructions

TRANSCRIPT ORDER FORM

NAME	PHONE NUMBER	DATE

MAILING ADDRESS	CITY	STATE	ZIP CODE

CASE NUMBER	JUDGE	DATES OF PROCEEDINGS	
		FROM	TO

CASE NAME	LOCATION OF PROCEEDINGS	
	CITY	STATE

ORDER FOR

☐ BANKRUPTCY CASE ☐ ADVERSARY PROCEEDING ☐ OTHER

TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested)

PORTION(S)	DATE(S)
☐ ENTIRE PROCEEDING	
☐ OPENING STATEMENT (Plaintiff)	
☐ OPENING STATEMENT (Defendant)	
☐ CLOSING ARGUMENT (Plaintiff)	
☐ CLOSING ARGUMENT (Defendant)	
☐ OPINION OF COURT	
☐ WITNESS TESTIMONY (Specify name of witness)	
☐ WITNESS TESTIMONY (Specify name of witness)	

ORDER

CATEGORY	ORIGINAL (Includes Certified Copy to Clerk for Records of the Court)	FIRST COPY	ADDITIONAL COPIES (Number of Copies)
30-Day (Ordinary)	☐	☐	
14-Day	☐	☐	
7-Day (Expedited)	☐	☐	
3-Day	☐	☐	
Next-Day (Daily)	☐	☐	

CERTIFICATION: By signing below, I certify that I will pay all charges (deposit plus additional).

SIGNATURE DATE

EMAIL ADDRESS OF ORDERING PARTY