

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF GEORGIA**

**ORDER FORM FOR COURT HEARING RECORDING**

**INSTRUCTIONS:** Use this form to order a CD recording of a bankruptcy proceeding. A separate form is required for each case number for which a CD is ordered. When you finish completing the form\*\*\*, (1) print it out, (2) sign and date it, and (3) mail or bring the form, along with your payment, to the Bankruptcy Clerk's office location where the hearing was held. Court addresses are provided below.

\*\*\*If you are a registered filer in the CM/ECF system, sign the form with your electronic signature, and date. Docket the form in CM/ECF using the event **Bankruptcy (or Adversary) > Miscellaneous > Request for Transcript or Audio CD**, which will prompt you for payment at the time of filing.

The Court will notify you when your order is ready.

Debtor's Name:	Bankruptcy Case No.:	Adversary Number: (if applicable)	Court Date and Time: Date: Time:
Ordering Party:	Phone Number:	Mailing Address:	
Portions Being Requested:	Entire Hearing	Testimony of Specific Witness:	
	Ruling Only	Other:	
Number of Copies:	\$31.00 per CD One meeting/hearing per CD. Request for multiple meetings/hearings will require multiple CDs.	Total Cost:	
<b>CERTIFICATION</b>		<b>PROCESSED BY:</b>	
By signing, I certify that I will pay all charges upon completion of order.			
_____		_____	
Signature		Case Administrator	
_____		_____	
Date		Date	
	DATE:	BY:	<b>UNITED STATES BANKRUPTCY COURT</b> <b>Southern District of Georgia</b>  125 Bull St, Rm 213, Savannah, GA 31401 <u>OR</u> 600 James Brown Blvd, Augusta, GA 30903 <u>OR</u> 801 Gloucester St, 3rd Fl, Brunswick, GA 31520
ORDER RECEIVED			
COPY OF HEARING RECORDING ON CD			
DEPOSIT PAID \$ _____			
NAME OF PARTY NOTIFIED TO PICK UP ORDER: _____			
PARTY RECEIVED ORDER			
TOTAL CHARGES \$ _____			