

**United States Bankruptcy Court
Western District of Missouri**



**NOTICE TO ATTORNEYS
AVAILABILITY OF DIGITAL AUDIO FILES OF CERTAIN COURT HEARINGS**

Effective September 1, 2015 digital audio files of select court proceedings will be available to the public over the internet through the Public Access to Court Electronic Records (PACER) system for a fee of \$2.40 per audio file.

Generally, audio files of **pre-trial conferences** and other select hearings, as directed by the presiding Judge, will be embedded in a PDF document docketed to the appropriate case through CM/ECF. Anyone with a PACER account can access the PDF document and listen to the embedded audio file the same way they would access any other document docketed to the case. However, attorneys and parties to the case will not receive the audio equivalent of a “free look” as they do for other documents. **Any access to an audio file is subject to the PACER fee noted above.**

Please understand that digital audio files shall not be considered an official transcript. If an official transcript is desired, please order it through CM/ECF using either the ‘**Adversary Events → Other → Request for Transcript**’ event or the ‘**Bankruptcy Events → Other → Request for Transcript**’ event. You may also call the Clerk’s office at 816-512-1800 for assistance ordering an official transcript.

Please also understand that if sensitive information is stated on the record, it will be available in the audio files posted to CM/ECF. Parties may make a request to the presiding Judge that a particular audio file not be docketed for public access, but the decision whether to docket the audio file rests solely with the Judge.

Further, counsel and parties are responsible for guaranteeing that pleadings and testimony comply with the requirements of Fed. R. Bankr. P. 9037 mandating the redaction of personal data identifiers, and therefore, must avoid introducing personal data and other sensitive information into the record. Finally, please be mindful that the microphones in the courtrooms are sensitive and may pick up conversations not intended to be on the record. Please ensure that private communications take place outside of the courtrooms so that they are not inadvertently recorded.

Additional information on accessing an audio file from a personal computer or mobile device is attached below.

For additional information, please visit the Court’s website, located at www.mow.uscourts.gov, or call the Clerk’s office at 816-512-1800.

**United States Bankruptcy Court
Western District of Missouri**



**ACCESS TO DIGITAL AUDIO FILES OF SELECT COURT PROCEEDINGS VIA
PERSONAL COMPUTER OR MOBILE DEVICES**

To access a digital audio file embedded in a PDF document docketed through CM/ECF, please take the following actions.

From a Personal Computer:

1. **Access Audio File Document.** Click on the audio file document link from either the CM/ECF docket page or from a Notice of Electronic Filing. The embedded audio file document page will appear.

Notice of Electronic Filing

The following transaction was received from CourtSpeak entered on 08/19/2015 at 11:18 AM CDT and filed on 08/19/2015

Case Name: Ima 2nd Test Case

Case Number: [15-90001-abf7](#)

Document Number: [10](#) ←

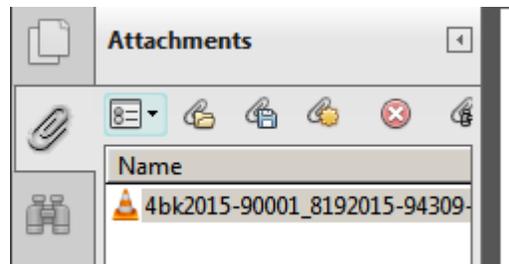
Docket Text:

PDF with attached Audio File. **CAUTION: PACER FEES APPLY WHENEVER AUDIO FILES ARE ACCESSED.** Court Date & Time [8/19/2015 9:43:09 AM]. File Size [1236 KB]. Run Time [00:05:09]. (courtspeak).

2. **Locate the Acrobat Tool Bar.** If using **Internet Explorer** as your web browser, right click anywhere on the document page and select 'Show Navigation Pane Buttons.' The Acrobat tool bar will appear on the left side of the page. In the alternative, center your cursor at the bottom of the document page to reveal the hidden 'save/print' tool bar. Click on the Acrobat symbol at the far right, which will reveal the Acrobat tool bar. If using **Mozilla Firefox** as your web browser, click on the 'toggle sidebar' icon located at the top left of your screen to access the Acrobat tool bar. Please call the Clerk's office if you have any problems at 816-512-1800 and we'll do our best to assist.
3. **Play Audio.** Click on the 'file' icon (the paperclip located in the middle of the Acrobat toolbar). A file link will appear. Double click on the file link and the audio file will begin playing after a few seconds. Adjustments may need to be made to your media player software to ensure that that the audio plays properly.



Adobe Toolbar – Click on the Paperclip



Double Click on File Link and Audio will Begin Playing

From a Mobile Device (iPhone or iPad):

1. **Access Audio File Document.** Tap on the audio file document link from either the CM/ECF docket page or from a Notice of Electronic Filing. The embedded audio file document page will appear.

2. **Locate the Acrobat Tool Bar.**
 - a. Tap near the top of the screen and the **'open in'** feature will appear.

 - b. Tap on the **'open in'** icon and then tap on the **'Adobe Acrobat'** icon. The Acrobat tool bar should appear at the bottom of the screen.

 - c. Please call the Clerk's office if you have any problems at 816-512-1800 and we'll do our best to assist.

3. **Play Audio.** Click on the 'file' icon (the paperclip located on the far right of the Acrobat toolbar). A file link will appear. Double click on the file link and the audio file will begin playing after a few seconds. Adjustments may need to be made to your media player software to ensure that that the audio plays properly.