

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

Requesting Transcripts through CM/ECF
(Effective 3/1/2010)

Transcripts of **bankruptcy hearings** can now be requested through CM/ECF. They can still be ordered via regular mail and phone requests, but requesting your transcript through CM/ECF can be done at any time of the day, not just during the Clerk's Office hours.

To order a transcript through CM/ECF, you will first need to log on with your CM/ECF username and password (not your PACER login information). Then you will make a text entry in the case for which you need the transcript. Since this is a text entry event, a pdf document is **not** prepared and uploaded to the system.

Start by clicking on **Bankruptcy** on the Blue Menu Bar, then the **Other** Category. Once there, select **Request for Transcript**.

The screenshot shows the CM/ECF interface. On the left is a blue menu bar with 'Bankruptcy' selected. Below it is a list of 'Bankruptcy Events' including 'Request for Transcript'. The main area is a search interface with a search bar at the top. Below the search bar is a list of 'Available Events' with 'Request for Transcript' highlighted. To the right is a 'Selected Events' list containing 'Request for Transcript'. At the bottom are 'Next' and 'Clear' buttons.

**Do not use this event if you wish to have a DAILY Transcript.
That type of Transcript MUST be requested PRIOR to the hearing. Contact the Clerks Office
directly to request a daily transcript.**

Enter Hearing Date - Example: MM/DD/YY

Enter the Matter Being Heard (i.e. Motion for Relief)

Provide the Name, Telephone Number and/or Email Address of the CONTACT Person for this request

Next Clear

Simply input the hearing information and your contact information in the prompts on the next screen.

You will also need to indicate how you would prefer to be contacted.

Advise if you wish for us to contact you via Telephone or E-mail

Next Clear

Select if you wish to have a Full or Partial Transcript:

Full Transcript

You will have the option of requesting the full transcript or part of one.

If Requesting a PARTIAL Transcript

Identify what Part of the Transcript you want (i.e. Judges Ruling)

The deadline of 7, 14, or 30 days will not begin until AFTER deposit payment is received by the Clerks Office.

If requesting a partial transcript be sure to identify the part of the transcript you want as well as how fast you want to receive the transcript.

Select how quickly you wish to have the transcript returned to you once the deposit payment is received by the Clerks Office:

14 days
30 days
7 days

Always review the final text to confirm you have input the correct information for the transcript requested. Once submitted, the Court will contact you by phone or e-mail with the estimated cost of the transcript. The funds, made payable to Rapid Transcript, for the estimated cost of the transcript must be received by the Clerk's Office before transcript preparation will begin.

DocketText: Final Text

Request for FULL Transcript for the Hearing Held on 09/09/09, regarding Motion to Dismiss Case. This transcript was requested by Jane Doe, 816-555-5555, JaneDoe@gmail.com I wish to be contacted via e-mail. I request to receive the transcript within 14 days. I understand that the transcript time begins when the Clerk's Office receives my deposit payment pursuant to the estimate provided by the Clerk's Office. (Partial request:). (Evlisizer, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Special Notes

- ❖ *The cost of the transcript will vary depending upon how fast you want it and the length of the hearing. (30 day request- \$3.65 per page; 14 day request- \$4.25 per page; 7 day request-\$4.85 per page-These rates are as of 3/1/2010 and are subject to change.)*
- ❖ *The timeframe for receiving the prepared transcript will not begin until the funds are received at the Clerk's Office.*
- ❖ *Checks will still be made payable to Rapid Transcript*
- ❖ *If the transcript is already on PACER a new transcript request will not be necessary. To determine how to obtain a copy of the prepared transcript, check the filing date of the transcript and follow the option below that applies:*
 - *Within 90 days of the filing date- you may view the transcript at the Clerk's Office free of charge. If you need a copy of the transcript within this time frame you will need to contact Rapid Transcript directly.*
 - *Greater than 90 days from filing- simply click on the document number. (PACER charges will apply).*