RJL/8.21.2015

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 curser 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.



	Attachments	4
Ĭ	8⊒• & & ⊗ ⊗	¢
Ĥ	4bk2015-90001_8192015-94	309-

Adobe Toolbar – Click on the Paperclip

Double Click on File Link and Audio will Begin Playing

RJL/8.21.2015

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.