

# TRANSCRIPTS

**PROCEDURES FOR OBTAINING A TRANSCRIPT:**

Please contact one of the following court authorized transcription services. You will be advised as to procedures and costs pertaining to your request. The service will ask you to provide the following: case name and number, date of hearing, and turn-around time (refer to choices below). Please note that the court does not make any recommendation as to which service provider to use. Please refer to the court docket to see if a transcript has already been requested or if there is a standing order in place for a specific case. In that instance you *must* use the transcriber with the standing order for the case.

Use the transcribers email, phone number or website address to place an order. The transcribers are your direct contacts for ordering instructions and follow up.

When the transcript is completed, the transcriber will send the document to you directly along with a copy to the court so that it may be placed on the court docket. For questions regarding specific hearings, contact (302) 252-2900 and ask for an available ECRO.

In accordance with Judicial Conference Policy and amendments to Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1:

- Transcripts will be available for viewing only at the public terminals of the Clerk's Office for 90 days after it is filed.
- During the 90-day period, a copy of the transcript may be obtained from the court transcriber at the rate established by the Judicial Conference.
- After the 90-day period has expired, the transcript will be available for viewing and copying in the Clerk's Office and for download through PACER.

Anyone interested in becoming an approved transcription service agency in the United States Bankruptcy Court for the District of Delaware should begin the application process by sending a letter to the Operations Manager at the address listed below:

Deborah Colmyer, Operations Manager  
United States Bankruptcy Court  
District of Delaware 824 Market St, 3rd Floor  
Wilmington, DE 19801

<b>Transcription Service</b>	<b>Address</b>	<b>Contact</b>
<b>Ad Hoc Transcription, LLC</b>	241 Sussex Avenue Newton, New Jersey 07860	P: (888) 516-5553 F: (800) 878-5061 <a href="mailto:info@adhoctranscription.com">info@adhoctranscription.com</a> <a href="http://www.adhoctranscription.com">www.adhoctranscription.com</a>
<b>Associated Reporters International, Inc.</b> Attn: Tracy Williams	P.O. Box 165 Massena, NY 13662	P: (800)523-7887 <a href="mailto:courtsteno@aol.com">courtsteno@aol.com</a> <a href="http://www.courtsteno.com">www.courtsteno.com</a>

<b>AVTranz</b> Attn: Erik Lige	845 N. 3rd Street Phoenix, AZ 85003	P: (800) 257-0885 F: (856) 954-9068 <a href="mailto:erik.lige@avtranz.com">erik.lige@avtranz.com</a> <a href="http://www.avtranz.com/">http://www.avtranz.com/</a>
<b>DIAZ DATA SERVICES</b> Attn: Jenine Diaz	331 Schuylkill Street Harrisburg, PA 17110	P: (717) 233-6664 F: (717) 233-5858 <a href="mailto:gsarbaugh@diazdata.com">gsarbaugh@diazdata.com</a> <a href="http://diazdata.com/">http://diazdata.com/</a>
<b>DOMAN TRANSCRIBING</b> Attn: Diane Doman	10 Foster Avenue Gibbsboro, NJ 08026	P: (856) 435-7172 F: (856) 435-7124 <a href="mailto:dianadoman@comcast.net">dianadoman@comcast.net</a> <a href="http://dianadomantranscribing.com/">http://dianadomantranscribing.com/</a>
<b>ELAINE RYAN</b>	2801 Faulkland Road Wilmington, DE 19808	P: (302) 683-0221 <a href="mailto:elaineryan2801@comcast.net">elaineryan2801@comcast.net</a>
<b>ELITE TRANSCRIPTION</b> Attn: Melissa Seabaugh	405 Robin Hood Court Springdale, AR 72764	P: (479) 872-2639 <a href="mailto:EliteTranscription@att.com">EliteTranscription@att.com</a> <a href="http://www.Elite-Transcription.com">http://www.Elite-Transcription.com</a>
<b>eScribers, LLC</b>	P.O. Box 7533 New York, NY 10116	P: (973)406-2250 F: (973)954-5619 <a href="mailto:operations@escribers.net">operations@escribers.net</a> <a href="http://www.escribers.net">www.escribers.net</a>
<b>J&amp;J COURT TRANSCRIBERS</b> Attn: Jim Bowen	268 Evergreen Avenue Hamilton, NJ 08619	P: (609) 586-2311 F: (609) 587-3599 <a href="mailto:jjcourt@jjcourt.com">jjcourt@jjcourt.com</a> <a href="http://www.jjcourt.com">www.jjcourt.com</a>
<b>JENNIFER ENSLEN</b>	43 Bay Boulevard Newark, DE 19702	P: (302) 836-1905 F: (302) 836-1883 C: (302) 893-3690 <a href="mailto:Jre924@verizon.net">Jre924@verizon.net</a>
<b>JULIE PARRACK, PMR-CRR</b>	894 Leeds Road Elkton, MD 21922	C: (443) 553-6949 P: (410) 398-5967 <a href="mailto:jkparrack@yahoo.com">jkparrack@yahoo.com</a>
<b>PERFECT PAGES TRANSCRIPTION</b> Attn: April Foga	18 Tuckerton Road Shamong, NJ 08088	P: (609) 654-8880 F: (609) 654-0787 <a href="mailto:perfectpages@yahoo.com">perfectpages@yahoo.com</a> <a href="http://perfecttranscripts.com">http://perfecttranscripts.com</a>
<b>TRANSCRIPTS PLUS, INC.</b> Attn: Karen Hartmann	435 Riverview Circle New Hope, PA 18938	P: (215) 862-1115 F: (215) 862-6639 C: (215) 534-4619 <a href="mailto:courttranscripts@aol.com">courttranscripts@aol.com</a>

<b>Turbo Transcripts, Inc.</b> Attn: Shawna Ortega	8344 North 21st Drive 102 Phoenix, AZ 85021	P: (602) 923-3923 C: (602) 412-7667 <a href="http://www.turbotranscripts.com">www.turbotranscripts.com</a> <a href="mailto:shawna@turbotranscripts.com">shawna@turbotranscripts.com</a>
<b>VERITEXT, LLC</b> Attn: Dion Rupa	200 Old Country Road, Ste. 580 Mineola, NY 11501	P: (888) 706-4576 F: (866) 384-5124 <a href="mailto:bankruptcy-li@veritext.com">bankruptcy-li@veritext.com</a> <a href="http://www.veritext.com/bankruptcy/order/">http://www.veritext.com/bankruptcy/order/</a>
<b>WRITERS CRAMP, INC.</b> Attn: Lewis Parham	6 Norton Road Monmouth Jet., NJ 08852	P: (732) 329-0191 F: (732) 329-0188 <a href="mailto:wtrscrap@verizon.net">wtrscrap@verizon.net</a>

[Transcript Fees](#)

[Procedures for ordering a CD recording of a court hearing](#)

[CD Order Form](#)

[FTR Player Plus Software](#) - Click on the link to download FTR's Player Plus Software which will allow you to listen to the digitally recorded transcripts of hearings. **Important**, + if your operating system is Windows 2000 you will need to download and execute the following program in order to access the FTR cd's. Click [here](#) for the program.

[Redaction Procedure](#)

[General Order re Transcript Fees](#) (updated 10/26/07)

**ECRO Contact Information**

<b>Judge</b>	<b>Contact</b>	<b>Phone</b>
Kevin J. Carey	A. Lugano	(302) 252-2900, ext.
Kevin Gross	G. Mace	(302) 252-2950, ext.
Brendan L. Shannon	D. Moore	(302) 252-2900, ext. 5017
Christopher S. Sontchi	L. Murin	(302) 252-2937
Mary F. Walrath	B. McCarthy	(302) 252-2906
Peter J. Walsh	M. Miller	(302) 252-2900, ext. 5169
Back Up ECRO	J. Houston	(302) 252-2900, ext. 5018
Back Up ECRO	S. Grant	(302) 252-2900, ext. 5019

For ordering a transcript for the following District Court or visiting judges, please call the contact person listed below for ordering procedures:

<b>Judge</b>	<b>Contact</b>	<b>Phone</b>
Gregory M. Sleet	K. Maurer	(302) 573-6619
Joseph J. Farnan	L. Dibbs	(302) 573-6195
Sue L. Robinson	V. Gunning	(302) 573-6194
Judith K. Fitzgerald (Visiting Judge)	C. Younker or	(412) 644-4060, ext. 136
(hearings held in Pittsburgh only)	J. Heller	(412) 644-4060, ext. 132

For questions regarding specific hearings, contact (302) 252-2900 and ask for an available ECRO:

Transcript Rates (per page):

The following rates approved by the Judicial Conference of the United States are now in effect:

Transcript	Original	First Copy to Each Party	Each Additional Copy to Same Party
Ordinary Transcript – A transcript to be delivered within thirty (30) calendar days after receipt of an order.	\$3.65	\$ .90	\$ .60
14-Day Transcript – A transcript to be delivered within fourteen (14) calendar days after receipt of an order.	\$4.25	\$ .90	\$ .60
Expedited Transcript – A transcript to be delivered within seven (7) calendar days after receipt of an order.	\$4.85	\$ .90	\$ .60
Daily Transcript – A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it is actually a court day.	\$6.05	\$1.20	\$ .90
Hourly Transcript – A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours after receipt of an order.	\$7.25	\$1.20	\$ .90

**Procedures for obtaining a CD recording of a court hearing:**

Ask for any available ECRO through the court operator at 302-252-2900,

The cost of each hearing is \$28.00 and can either be picked up at the court or delivered at the requestor's expense. Please note that the CD can only be played utilizing Player Plus. This program is available free of charge from [www.ftrgold.com](http://www.ftrgold.com).

In accordance with the policy established by the Judicial Conference of the United States:

1. A transcript provided to the Court will be available at the Clerk's Office for inspection only for a period of 90 days after it is delivered to the Clerk.
2. **During the 90-day period**, a copy of the transcript may be obtained from the transcriber at the rate established by the Judicial Conference. An attorney who obtains the transcript from the transcriber may obtain remote electronic access to the transcript through the Court's CM/ECF system through the judiciary's PACER system upon request.
3. **After the 90-day period has ended**, the filed transcript will be available for inspection and copying in the Clerk's Office and for downloading from the Court's CM/ECF system through the judiciary's PACER system.

**Redaction Procedure:**

Per Bankruptcy Rule 9037, when a transcript has been requested, each party's attorney is required to review the completed document to insure that the following personal information is not made public record. If a party is pro se, the party needs to perform this review himself/herself. Information which should be redacted includes all but the last four digits of a social security number, all but the last four digits of account numbers, all but the initials of minor children and all but the year of birth.

In accordance with the policy established by the Judicial Conference of the United States:

If you intend to request redaction of the transcript:

1. You have seven (7) days from the date the transcript is filed on the docket to file a Notice of Intent to Request Redaction with the Court. A copy of the Notice must be served upon the transcriber. This will alert the Court and transcriber and put immediate controls into effect.
2. You have twenty-one (21) days from the date of the filing of the transcript to file a Request for Redaction of Transcript, listing the entries by page and line where data appears that should be redacted. Again, a copy of the Request for Redaction should must be sent to the transcriber.
3. The deadline for filing the redacted version of the transcript is thirty-one (31) days from the filing date of the transcript.
4. If the redacted transcript is not filed by the requesting party, the transcript in its current form will be made available to the public via remote access and at the public terminal in the Clerk's office for viewing and printing at the end of the ninety (90) day restricted period.
5. If the redacted version of the transcript is filed, the redacted transcript will be made available via remote public access or at the Clerk's office for viewing and printing at the end of the ninety (90) day restricted period. The unredacted version of the transcript will not be available via remote electronic access or at the Clerk's office upon the filing of the redacted transcript; it shall be maintained as a private, restricted event. An attorney who purchases the transcript during the ninety (90) day restricted period will be given electronic access to the redacted version upon request.

## Policy on the Electronic Availability of Transcripts of Court Proceedings

**Effective October 6, 2008**, the United States Bankruptcy Court for the District of Delaware, in accordance with Judicial Conference Policy and amendments to Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1, will implement the following policy regarding official court transcripts:

- A transcript provided to the Court by a court reporter or transcriber will be available at the public terminals of the Clerk's Office, for inspection only, for a period of 90 days after it is filed.
- During the 90-day period, a copy of the transcript may be obtained from the court reporter or transcriber at the rate established by the Judicial Conference. The transcript will then be available by remote electronic access to any party or attorney of record who has purchased a copy from the court reporter.
- After the 90-day period has ended, the transcript will be available for inspection and copying in the Clerk's Office, and for download through PACER.

The following information provides guidance for counsel and parties in requesting the redaction of personal data identifiers from a transcript, before the transcript is made electronically available to the general public through PACER. The responsibility for redacting personal identifiers rests solely with counsel and the parties. Neither the Clerk's Office nor the court reporter will review transcripts for compliance with the redaction policy.

### Notice of Intent to Redact:

Within 7 calendar days of the filing of an official court transcript, each party wishing to redact a transcript must inform the court by filing a Notice of Intent to Redact.

### Redaction Request:

If a redaction is requested, a party must submit to the court reporter a Redaction Request within 21 days from the filing of the transcript, indicating where the personal identifiers appear in the transcript by page and line, and how they are to be redacted. This procedure is limited to the redaction of the specific personal data identifiers listed below:

- Social Security numbers or taxpayer identification numbers should be limited to the last four digits;
- Financial account numbers should be redacted to the last four digits;
- Dates of birth should contain only the year of birth;
- Names of minor children should be referred to by initials; and
- Home addresses in criminal cases should reveal only the city and state.

If a party files a Notice of Intent to Redact but fails to timely file a Redaction Request or Motion to Extend Time, no redactions will be made and the original transcript will be available to the public by remote electronic access after 90 days.

### Requests for Additional Redactions:

If a party requests further redactions, in addition to the personal identifiers listed above, the party must move the Court by filing a separate Motion for Redaction of Electronic Transcript. Until the Court has

ruled on any such motion, the transcript will not be available by remote electronic access, even if the 90-day restriction period has ended.

**Remote Public Access to Transcripts:**

If a redacted transcript is filed with the Court, it will be electronically available through PACER after 90 calendar days from the date of filing of the original transcript, and the original transcript will never be electronically available through PACER. If the original transcript is filed without redaction, the original transcript will be electronically available through PACER after 90 calendar days.

**PACER Fees:**

PACER fees will be applied both during and after the 90-day restriction period. Charges will not be capped at 30 pages as they are for other court documents, but will accrue for the entire transcript. The user will incur PACER charges each time the transcript is accessed, even though he or she may have purchased it from the court reporter and been assigned remote electronic access rights. There is no "free look" for transcripts.

**Note:** This policy applies to transcripts of events taking place in the court's courtrooms, not depositions taken outside of court or proceedings of state courts or other jurisdictions.

## United States Bankruptcy Court - District of Delaware

### Use of Court Equipment for Hearings

When a law firm would like to request use of the Court's equipment for hearings, the following procedure should be adhered to. Email the Automation Department (debml\_Courtroom\_Technology@deb.uscourts.gov) on the same day that the Agenda is filed. Include in the email the following information: Case number, docket number of Agenda, Judge, hearing time and location, the equipment requested, and the lawyer and law firm requesting the equipment. The automation department will get back to you within one business day whether the equipment is available for use.

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