

U.S. BANKRUPTCY COURT  
DISTRICT OF NEW HAMPSHIRE  
1000 Elm Street, Suite 1001  
Manchester, NH 03101

PROCEDURE FOR ORDERING TRANSCRIPTS

To obtain a transcript of a court hearing, contact the Clerk's Office at (603) 222-2600 and ask to speak to the Duty Recorder for the judge assigned to the case.

The following information is required:

- (1) Name of Case
- (2) Case Number
- (3) Date of Hearing
- (4) Type of request - expedited service processing (7-day) or ordinary processing (30-day)

Expedited services provide that you will receive the transcript within seven (7) working days from the date the request is received by GCI. Please note **THERE IS AN ADDITIONAL CHARGE** for expedited requests. Ordinary service provides that you will receive the transcript within thirty (30) working days from the date the request is received by GCI.

The Duty Recorder will quote a price for the transcript. A letter, addressed to the appropriate Court's Duty Recorder, should then be sent to the Clerk's Office which includes the Name of the Case, Case Number, Date of Hearing and Type of Request (expedited or ordinary).

Attached to your letter of request must be a check for the quoted amount, made payable to **GCI TRANSCRIPTION AND RECORDING SERVICES.**

You will receive the transcript directly from GCI Transcription and Recording Services when it is completed.

effective April 16, 2009