

## PROCEDURE FOR ORDERING TRANSCRIPTS

To obtain an official transcript of any proceeding held in this Court, you must contact one of the Calendar Clerks and the following procedure must be followed:

For a hearing held before Chief Judge Vaughn, telephone (603) 222-2685 and speak with Maureen Shambo. For a hearing held before Judge Deasy, telephone (603) 222-2644 and speak with Chris Comer. Chris Comer should also be contacted for any transcript request for hearings that were heard in front of Judge Yacos.

The following information must be provided:

- (1) Name of Case
- (2) Case Number
- (3) Date of of Hearing you wish to have transcribed
- (4) Expedited service processing or ordinary service time request

You will be quoted a price for the transcript. You must then forward a letter stating the Name of the Case, Case Number, Date of Hearing, and type of request you are making (expedited or ordinary) to the appropriate Court's Duty Recorder. Attached to your letter of request must be a check for the quoted amount, made payable to **GCI TRANSCRIPTION AND RECORDING SERVICES**.

No personal checks will be accepted.

No checks made payable to the Clerk, US Bankruptcy Court will be accepted.

Ordinary service provides that a transcript will arrive at the Clerk's office within thirty (30) working days from the date the request leaves the Court.

Expedited service provides that the transcript will arrive at the Clerk's office within seven (7) working days from the date the request leaves the court. Please note **THERE IS AN ADDITIONAL CHARGE** for expedited requests. You will be called by the Duty Recorder when the transcript is received at the Clerk's office.