



## Digital Audio Files on PACER – Frequently Asked Questions

**Q:** Which hearings have audio files on PACER?

**A:** Bankruptcy judges have discretion on which audio recordings, if any, will be available on PACER.

**Q:** How do I know if the docket entry contains an audio file?



**A:** The docket entry contains the following language at the beginning of the entry: **PDF with attached audio file**. Example of docket text:

10/26/2016	 <a href="#">47</a>	 PDF with attached Audio File. These recordings are NOT the official record of any proceeding, and are provided as a convenience to the public. Instructions for ordering the official record may be found on the Court's website. Court Date & Time [ 10/24/2016 1:39:38 PM ]. File Size [ 91 KB ]. Run Time [ 00:00:45 ]. (admin). (Entered: 10/26/2016)
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**Q:** How do I get the audio recording to play?

**A:** Your internet browser determines the method needed to play the recording.

Internet Explorer: On the docket sheet, locate the hearing date and PDF with Audio File. Click on the docket entry number to display the PDF. Information regarding the case and hearing will come up.

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Click on the attachment or Paper Clip icon (shown below) to display a link to the MP3 file.)

**\*\*\*Note:** The audio files are in MP3 format and embedded as an attachment to a PDF (Windows Media Player will play MP3 files by default.

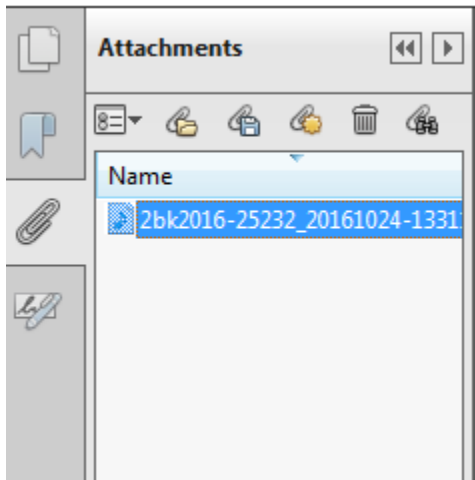
UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF CALIFORNIA  
PDF FILE WITH AUDIO FILE ATTACHMENT

2016-99999  
Sample Debtor

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Case Type : bk  
Case Number : 2016-99999  
Case Title : Sample Debtor  
Audio Date\Time: 10/24/2016 1:31:12 PM  
Audio File Name : 2bk2016-25232\_20161024-133112.mp3  
Audio File Size : 885 KB  
Audio Run Time : [00:07:22] (hh:mm:ss)

The attachment window will then be shown. Double click on the embedded audio file to open it (you can also right click on the embedded audio file and then click **Open Attachment** or **Save Attachment**.)



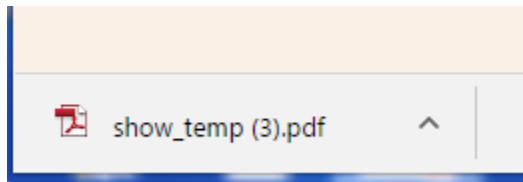
Chrome:      **\*\*\*Note:**      If your Acrobat Toolbar is missing in Google Chrome, you must first enable it. To do this, follow these steps:

- Type CHROME://plugins into the chrome search window.
- Locate the entry for Acrobat PDF viewer and be sure it is enabled.
- Locate the entry for Google’s PDF viewer and be sure it is disabled.
- Restart your browser.

On the docket sheet, locate the hearing date and PDF with Audio File. Click on the docket entry number to display the PDF.

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The following button will appear in your browser:



Click the button, and information regarding the case and hearing will come up.

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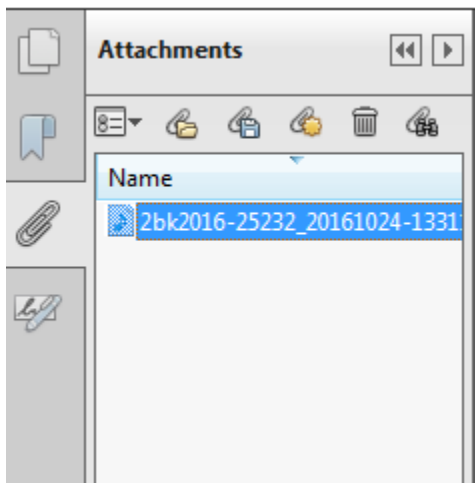
**UNITED STATES BANKRUPTCY COURT**  
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2016-99999  
Sample Debtor

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**Q:** How much does it cost to listen to an audio file?

**A:** Users may access the digital recordings through PACER for a flat rate of \$2.40 per matter. Parties to a case are eligible to access the digital recording at no charge as their initial free look. The initial free review expires in 15 days, however, the files can be downloaded to your computer and accessed at your convenience.

**Q:** How can I save the audio file to my computer?

**A:** Before you open the audio file, you can right click on the file and select **Save Attachment**. If you have already opened the file in Windows Media Player, switch to the Library mode, located on the upper right corner of the audio file. Click to **Save List** located on the right upper corner.

**Q:** Can I have the digital audio file of a court hearing on PACER transcribed?

**A:** No, audio files that have been docketed and are available on PACER are not considered the official record, and cannot be used to make official transcripts.