

## **Application to Provide Transcription Services**

The U.S. Bankruptcy Court in the Eastern District of California is accepting applications from transcription agencies to provide transcripts from electronic court recordings. The court will provide you the Official Court Record in electronic format. If your application is approved, your agency will be listed on our website for parties to select for services. Multiple agencies may be listed; the court does not guarantee that parties will select your agency for transcription services.

By submitting an application, you agree to the following terms:

1. You accept audio files in the format of one of the following extensions: .wav, .mp3, .avi, .wma.
2. You can provide a secure File Transfer Protocol (FTP) site for the court to transfer the audio file.
3. You will utilize the court's CM/ECF system to file Requests for Transcripts and other related transcript documents. A CM/ECF log-in and password will be provided upon approval of the application.
4. The court audio file remains the Official Court Record.
5. You agree to apply all format, delivery time schedule, and fee requirements adopted by the Judicial Conference of the United States Courts found at [www.uscourts.gov](http://www.uscourts.gov).
6. You are required to certify on each invoice that the fee charged and the page format used conforms to the regulations of the Judicial Conference of the United States Courts.
7. The transcriber is to authenticate the original transcript and each copy with a certification on the last page. If more than one court reporter or transcriber is involved in the production of the transcript being certified, then the certifications of each transcriber involved must be required at the end of each volume.
8. Your transcriptionists are certified by the American Association of Electronic Reporters and Transcribers (AAERT), have been previously provisionally approved by the AO (the AO no longer provides provisional approval to transcribers), or have received court reporter certification.
9. Only the court may reproduce CDs or digital downloads of the audio recording if requested.

### **Agency Contact Information:**

Agency Name: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**FTP Site Information**

FTP Site address (for example: [ftp://www.example.org/test/Main\\_Page](ftp://www.example.org/test/Main_Page)):

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Credentials for FTP (login and password):

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FTP Point of Contact name and email or phone:

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List the names of transcribers filing transcripts on behalf of the agency and include their license number (RPR, CSR, etc) or other nationally accepted professional reporting license/certification:

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List 5 other courts that the agency currently provides transcription services to:

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Please submit your application to: [Efilers\\_Helpdesk@caeb.uscourts.gov](mailto:Efilers_Helpdesk@caeb.uscourts.gov). You will be contacted to test the FTP file transfer prior to approval.