

RI Bankruptcy Court's Process re: Transcripts

- The Court will forward the Notice of Electronic Filing re the transcript request to the next Transcriber in rotation and let them know the audio is available on our FTP site.
- The **Transcriber will file the Certification of Transcript Request** in ECF, acknowledging they have accepted the request and indicate the estimated cost to the party and estimated delivery date, using the instructions included in this document.
- The **Transcriber will file the completed Transcript** in our ECF System upon completion, using the instructions included in this document.

Instructions are also included for a transcriber to file a **Notification of Transcript Purchase which is to be used when a party requests a Transcript that has already been prepared.**

To file the **Certification of Transcript Request (in accordance with Fed.R.Bank.P. 8007(a))**:

- Login to our ECF site at <https://ecf.rib.uscourts.gov>;
- Choose the Bankruptcy or Adversary Tab (whichever is applicable) Select > Transcript
- Enter case number
- Select> **Certification of Transcript Request**
- Enter information in the applicable fields
- Click Next> Verify Text>click Next> Submit

To file the **TRANSCRIPT:**

- Login to our ECF site at <https://ecf.rib.uscourts.gov>;
- Choose the Bankruptcy or Adversary Tab (whichever is applicable) Select > Transcript
- Enter case number
- Select> **Transcript re: Hearing**
- Browse and attach the pdf of the transcript file
- Select Yes or No to the redaction question (select Yes if a redaction request was made) Enter Date of Hearing
- Note “Redacted” in Text if applicable
- Click Next> Verify Text>click Next>
Submit

To file a Notification of Transcript Purchase (*to be used when/if a party contacts you for a copy of a Transcript that has already been prepared)

Login to our ECF site at <https://ecf.rib.uscourts.gov>;

Choose the Bankruptcy or Adversary Tab

Click > Transcript

Enter case number

Select> Notification of Transcript Purchase

Enter Name of Purchaser

Enter Date of Hearing

Click Next> Verify Text>click Next> Submit