

USBC RI Transcription Process

The court uses “VIQ Satellite” software for its recording software and will provide you a login to our FTP server and ECF system . (Each transcription company will have their own login and folder on our server to prevent accidental file access by another company)

If you already have an FTP program you can setup the connection to the USBCRI FTP site and save it for future use. (If you do not have an FTP program you can search online for one that will suit your needs. Websites like www.download.com have different options available (some free/ some at a cost))

FTP settings to save to a profile:

File protocol: FTP

FTP port number: 21

Host name: www.rib.uscourts.gov

User name: (provided by the court)

Password: (provided by the court)

*Please test the above to verify permissions are in place before using it for an actual transcription request. (Please contact the court's automation department: 401.626.3126 or 401.626.3145 if you have any issues with this)

*The transcript process begins when a docket entry is made requesting a transcript. The court will forward the Notice of Electronic Filing (NEF) of the transcript request to the next transcript company in rotation. The NEF will include the requestor's contact information and method of delivery, the **Transcriber should login to ECF and use the Certification of Transcript Request (from either the Bankruptcy or Adversary tab in ECF)**, acknowledging they have accepted the request and indicate the estimated cost to the party and estimated delivery date. Once the transcript is complete and has been paid for, the **Transcriber should 'file' it in our ECF system using the Transcript re Hearing**” event from either the Bankruptcy or Adversary tab in the blue bar of ECF this will inform the court that the transcript has been completed and uploaded to our CM/ECF system and the court will grant access to the requestor (instructions attached).*

The court will upload the audio files from our “VIQ Satellite” program and make them available to the transcription company that received the NEF of the transcript request

The transcription company will contact the party requesting the transcription to determine the cost and time of the transcript completion. Once the transcript is completed, the transcriptionist will login to the courts ECF system at: <https://ecf.rib.uscourts.gov/>

You should file the transcript using the “**Transcript re Hearing**” event from either the Bankruptcy or Adversary tab in the blue bar of ECF this will inform the court that the transcript has been completed and uploaded to our CM/ECF system and the court will grant access to the requestor.