

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 use the ECF event: Acknowledgement of Transcript Request**, acknowledging they have accepted the request, using the instructions included in this document.
- The **Transcriber will use the ECF event: Transcript re Hearing** to file the completed transcript, using the instructions included in this document.
- If more time is needed to prepare the transcript, the **Transcriber will use the ECF event: Request to Extend Time to File a Transcript**, using the instructions included in this document.

Instructions included for a transcriber to file the following events:

- Acknowledgement of Transcript Request
- Transcript re Hearing
- Request to Extend Time to File a Transcript
- Notification of Transcript Purchase

To file the **Acknowledgement of Transcript Request**

- 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> **Acknowledgement 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**
Purchase Enter Name of Purchaser
- Enter Date of Hearing
- Click Next> Verify Text>click Next> Submit

To file a Request to Extend Time to File a Transcript

- Login to our ECF site at <https://ecf.rib.uscourts.gov>;
- Choose the Bankruptcy or
Adversary Tab Click > Transcript
- Enter case number
- Select> **Request to Extend Time to File a Transcript**>enter information into the prompts displayed.

Revised Transcript Process, Effective December 1, 2014

