

GUIDE FOR APPROVED TRANSCRIPTION AGENCIES U.S. Bankruptcy Court for the Western District of Washington

(Last updated on: 10/5/17)

Application for Approval

To become an approved transcription agency for the U.S. Bankruptcy Court for the Western District of Washington, an application for approval must be submitted at the address below.

<http://www.wawb.uscourts.gov/order-transcript>

Process for Filing a Transcript with the Court

1. Customer contacts an approved agency and requests a transcript.
(NOTE: Do not accept audio from the customer – The court must provide audio directly to you on all requests involving a transcript.)
2. Agency reviews the docket to see if any other audio-for-transcript requests have been made for the same hearing. If yes, the first submitted request will become the official transcript filed in ECF and your request, the second request, would be billed at copy rate and would not be filed in ECF.
3. Agency submits an Audio CD Request in ECF.
4. Court staff uploads audio via Hightail.com and notifies the agency via email
5. Agency downloads audio from Hightail.com using a provided code (you have 5 days to download)
6. Agency listens to audio and views annotations via the Liberty Court Player.
7. Agency prepares the transcript.
8. **IMPORTANT: Agency sends a “courtesy copy” transcript via email to chambers staff at least two business days in advance of filing the transcript in ECF. (See “Transcript Review” below.)**
9. Agency files the transcript in PDF format by selecting the Transcript event in ECF.

How do Customers Request Transcripts?

Customers request transcripts directly from the court’s list of Approved Transcription Agencies (<http://www.wawb.uscourts.gov/order-transcript>). The court is not involved unless the request is being made on behalf of a judge. In that case, someone on the judge’s staff will contact one of the approved agencies to start the process.

Listening to Audio

Download and install the latest version of the Liberty Court Player from the link below (there is no cost for the software). After downloading the audio file from Hightail.com, use the Liberty Court Player to listen to the audio.

Liberty Court Player: http://www.libertyrecording.com/LCR_Main.htm#DLP

Viewing Annotations

When you open the audio file using the Liberty Court Player, the annotations (bookmarks) will appear on screen and display the notes made by courtroom staff.

How do Transcription Agencies File Transcripts?

Transcripts and Redacted Transcripts are to be uploaded in PDF format via ECF. See “ECF Filing Events” below.

Available Events (click to select an event)

Audio CD Request
 No List of Redactions Recvd
 Notice to Case Manager re: Transcript Payment
 Redacted Transcript
 Transcriber Request to Extend Time to File Transcript
 Transcript

1. Log onto ECF with your assigned login/password (<https://ecf.wawb.uscourts.gov/>)
2. Check ECF to confirm that the case number and hearing date/time you received from client are correct
3. Select the Bankruptcy menu for bankruptcy cases, and Adversary menu for adversary cases
4. Select Transcript Events
5. Enter the appropriate case number
6. Select the appropriate event from the list, followed by Submit
 - **Audio CD Request:** List the requestor's name, who they represent, the hearing date and time, and list your name and the name of your agency. (NOTE: You will receive an audio file, not a CD.)
 - **Transcript and Redacted Transcript:** Attach PDF transcript by selecting the Browse button and navigating to the folder where they are stored.
 - **Notice to Case Manager re: Transcript Payment:** Make this entry right after filing a transcript that was paid for by a non-court customer.
 - **Transcriber Request to Extend Time to File Transcript:** List the transcriber's name; transcript hearing date and time; the court's internal appeal number; and the date on which the transcript will be filed.
7. Fill out the fields as appropriate, selecting Submit to complete a screen and advance
8. Verify information in the "Docket Text: Final Text" screen. If okay, select Submit to complete the entry. If errors are noticed, use the back button to return to the appropriate screen and fix before advancing.

Transcript Review for Judges

NOTE: Failure to comply with this procedure may result in loss of certification for the transcript agency.

When a judge OR party in the case has requested a transcript, the agency will provide an advanced copy to chambers by sending e-mail to all addresses listed under the appropriate judge's chambers (see below). Further, if the transcript contains a judge's decision, the subject line will include TRANSCRIPT CONTAINS JUDGE'S DECISION, in all caps.

The email should contain a Draft of the Transcript and, if the transcript was ordered by the judge, a Transcript Billing Form (see "Billing the Court" below). The email should include the case number, hearing date, hearing location, and judge's name.

Allow at least two business days for judge's staff to review the draft transcript and provide a list of changes to be made, if any. If no reply is received within two business days, proceed to file the transcript via ECF. (Example: Send draft via email on Tuesday, wait two business days, then file the transcript via ECF on Friday if no reply is received from the judge's staff.)

Chambers of Chief Judge Brian D. Lynch laurie_thornton@wawb.uscourts.gov brian_lynch@wawb.uscourts.gov curtis_udy@wawb.uscourts.gov	Chambers of Judge Chris M. Alston erin_anderson@wawb.uscourts.gov sameer_alifarag@wawb.uscourts.gov curtis_udy@wawb.uscourts.gov
Chambers of Judge Mary Jo Heston dana_manke@wawb.uscourts.gov carrie_selby@wawb.uscourts.gov curtis_udy@wawb.uscourts.gov	Chambers of Judge Marc L. Barreca viviane_diaz@wawb.uscourts.gov zach_cooper@wawb.uscourts.gov curtis_udy@wawb.uscourts.gov
Chambers of Judge Timothy W. Dore anne_hermes@wawb.uscourts.gov chris_dale@wawb.uscourts.gov curtis_udy@wawb.uscourts.gov	Chambers of Judge Philip H. Brandt curtis_udy@wawb.uscourts.gov

Transcript Format

See “Guide to Judiciary Policy Vol 6” at:

<http://www.wawb.uscourts.gov/sites/default/files/attachments/TranscriptsGuideFormat.pdf>

Transcript Fee Rates

See “Transcript Fee Rates” at:

<http://www.wawb.uscourts.gov/sites/default/files/attachments/TranscriptsFeeRates.pdf>

Transcripts and Redaction

See “Transcript and Redaction Q&A” at:

<http://www.wawb.uscourts.gov/sites/default/files/attachments/TranscriptsAndRedactionQA.pdf>

To Order an Audio CD of a 341 Creditors’ Meeting (341 meetings are not conducted by or kept by the Court)

Send email to the US Trustee at ustpreion18.se.ecf@usdoj.gov and include the following information:

Case Number / Chapter Number / Date of 341 Meeting / Name of Trustee

Please note that 341 hearing information is available within 5 - 10 days of the 341 hearing date.

Court Contact

Curtis Udy
curtis_udy@wawb.uscourts.gov
206.714.0808 (cell)

Billing Customers

Customers to be billed directly by you. The Court is not involved.

Billing the Court

See “Transcripts Requested by Judge – Billing Form” at:

<http://www.wawb.uscourts.gov/sites/default/files/attachments/TranscriptsRequestedByJudgeBillingForm.pdf>

This form should be completed and sent via email to the appropriate chambers along with a copy of the transcript for the judge’s review (see “Transcript Review for Judges” above). The form will be signed by the requesting judge and routed internally for billing purposes.