Requests for Audio Recordings and Transcripts of Court Proceedings

The Minnesota Bankruptcy Court has established a process to request and produce transcripts in accordance with the procedures outlined on the Court's website under Request for Transcripts and Transcript Policies. These procedures are supported by CM/ECF events, which must be used by parties requesting transcripts and by transcribers fulfilling those requests.

Use the Request for Audio Recording or Transcript Order event to initiate the transcript request by filing a completed Audio Recording and Transcript Order form. Each request must be docketed separately if multiple proceedings are involved.

Upon receipt of an order, transcribers must acknowledge it by filing the Transcriber Acknowledgement of Transcript Order event. If a transcript cannot be completed within 30 days, use the Transcriber Request for Extension of Time to File Transcript event.

Once the transcript is complete, transcribers must file it using the Transcript event in CM/ECF. For appeals, additional requirements under Federal Rules of Bankruptcy Procedure 8009 and 8010 apply.

To comply with redaction rules, attorneys and self-represented parties must review filed transcripts and, if needed, use the Notice of Intent to Request Transcript Redaction and Request for Transcript Redaction events to ensure personal identifiers are properly redacted pursuant to Fed. R. Bankr. P. 9037.

Contents

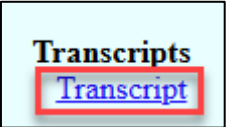## Request for Audio Recording or Transcript Order

Use the Request for Audio Recording or Transcript Order event in CM/ECF and attach a completed Audio Recording and Transcript Order form. If you are requesting the recording of more than one proceeding, docket the event separately for each proceeding requested and attach the appropriate request form.

1. CM/ECF > Bankruptcy	**CM ECF** Ba**n**kruptcy ▾	
2. Post-Petition Events > Other Case Events	**Post-Petition Events** Appeals (bankruptcy) Applications (bankruptcy) Conversions Debtor Certifications Motions (bankruptcy) Motions (Chapter 11 First Day Only) Notices (bankruptcy) Other Case Events Plan/Disclosure Statement Response/Objection InBox (new) Call Before Use	
3. Select Request for Audio Recording or Transcript Order. Click Next.	**Available Events** (click to select an event) Payment of Chapter 7 Filing Fee in Installments - IFP Denied Pre-Status Conference Report Presumption of Undue Hardship Proposed Documents to be Filed Under Seal Proposed Exhibit List or Proposed Exhibits for Trials and Evidentiary Hearings Proposed findings of fact and conclusions of law Proposed witness list Reaffirmation Agreement Reclamation Demand Redemption Agreement Request for Audio Recording or Transcript Order Request for Creditor Address Change Request for One Month Continuance in a Chapter 13 Case Request for Refund of Pay.gov Payment Made in Error Request for Transcript Redaction (Document Restriction) Request for Two Month Continuance in a Chapter 13 Case Next Clear	
4. Select the requesting party. Click Next.	**Select the Party:** Case, Justin [Debtor 1] Add/Create New Party US Trustee, [U.S. Trustee] Next Clear	
5. Upload the completed Audio Recording and Transcript Order form. Click Next.	Provide the completed **Audio Recording and Transcript Order** form. Filename Choose File No file chosen **Attachments to Document:** ◉ No ○ Yes Next Clear	

6. Make appropriate selection. Selecting Audio Recording will affix a fee due to be paid through pay.gov. Click Next.	**Request for Audio Recording or Transcript Order - Attorney, Uno (aty) - Outside** **What are you requesting?** ○ Audio Recording ○ Transcript Order [Next] [Clear]
7. Make appropriate selection. Click Next.	**Request for Audio Recording or Transcript Order - Attorney, Uno (aty) - Outside** **Is this transcript order for an appeal?** ○ Yes ● No [Next] [Clear]
8. Click Next.	**Request for Audio Recording or Transcript Order - Attorney, Uno (aty) - Outside** [Next] [Clear]
9. Review docket text. Click Next.	Docket Text: Final Text **Request for Transcript Order filed by Debtor 1 Justin Case. (Attorney, Uno)** **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?** [Next] [Clear]

Transcriber Acknowledgment of Transcript Order

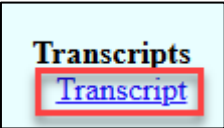The transcriber will acknowledge the transcript order in CM/ECF by using the Transcriber Acknowledgment of Transcript Order event.

1.	CM/ECF > Bankruptcy	
2.	Transcripts > Transcript	
3.	Select Transcriber Acknowledgment of Transcript Order. Click Next.	
4.	Enter the date the transcript order was received and the date of expected completion. Click Next.	
5.	Make appropriate selection. This information will feed into the docket text. Click Next.	
6.	Click Next.	

7. Select which transcript order you're fulfilling. Click Next.	Select the appropriate event(s) to which your event relates: ☑ 07/25/2025 8 Request for Transcript Order filed by Debtor 1 Justin Case. (Attorney, Uno) [Next] [Clear]	
8. The transcript will be due within 30 days. Click Next.	Transcript Due: 08/27/2025 [Next] [Clear]	
9. Click Next.	**Transcriber Acknowledgment of Transcript Order - Transcriber, TwentyTwo (rep) - Outside** [Next] [Clear]	
10. Review docket text. Click Next.	Transcriber Acknowledgment of Transcript Order - Transcriber, TwentyTwo (rep) - Outside Docket Text: Final Text Transcriber acknowledges [8] Transcript Order. Transcript Order was received on 7/28/2025. Transcriber expects to complete the transcript on 8/4/2025. Thirty-day deadline is 08/27/2025. (Transcriber, TwentyTwo) Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted? [Next] [Clear]	

Transcript

The transcriber will work with the ordering party to arrange for payment and delivery. All payments for transcripts must be made payable to the transcriber, NOT the U.S. Bankruptcy Court. Once transcription is completed, the transcript will be filed following the steps below.
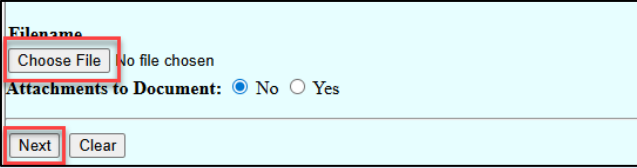
1. CM/ECF > Bankruptcy	**CM ECF** **Bankruptcy**	
2. Transcripts > Transcript	**Transcripts** Transcript	
3. Select Transcript (Document Restriction). Click Next.	**Available Events** (click to select events) Redacted Transcript (Document Restriction) Transcriber Acknowledgment of Transcript Order Transcriber Request for Extension of Time to File Transcript **Transcript (Document Restriction)** Next Clear	
4. Select the entry to which the transcript order is attached. Click Next.	Select the appropriate event(s) to which your event relates: ☐ 05/29/2025 1 Chapter 7 Voluntary Petition for Individuals re: Justin Case. Fee Amount $338.00. (Attorney, Uno) ☐ 05/29/2025 2 Creditor Matrix. (Attorney, Uno) ☐ 05/29/2025 3 Amended Schedule(s) filed by Justin Case: Summary of Assets and Liabilities, C, D, E/F, Verification by Debtor, Proof of Service, Summary of Amendments (Local Form 1009-1) if REQUIRED. Fee Amount $34.00. Creditor(s) added to the case: Add Creditor Name Here, Additional Creditors Listed. (Attorney, Uno) ☐ 05/29/2025 Added creditor to matrix re: 1 Chapter 7 Voluntary Petition. Creditor(s) added to the case: Already Listed Creditor. (Attorney, Uno) ☐ 05/29/2025 5 Order Regarding Notice of Amended Schedule. (KRG) ☐ 07/10/2025 Added creditor to matrix re: 1 Chapter 7 Voluntary Petition . Creditor(s) added to the case: ADDING PREVIOUSLY LISTED CREDITOR. (KRG) ☐ 07/14/2025 6 Notice of appearance and request for notice filed by Justin Case and Uno X. Attorney. Proof of Service. (Attorney, Uno) ☐ 07/14/2025 7 Withdrawal of notice of appearance re:(6 Notice of appearance) filed by Justin Case and Uno X. Attorney. (Attorney, Uno) ☐ 07/25/2025 8 Request for Transcript Order filed by Debtor 1 Justin Case. (Attorney, Uno) ☐ 07/28/2025 Transcriber acknowledges 8 Transcript Order. Transcript Order was received on 7/28/2025. Transcriber expects to complete the transcript on 8/4/2025. Thirty-day deadline is 08/27/2025. (Transcriber, TwentyTwo) Next Clear	
5. Enter the date of hearing and phone number of transcriber. Click Next.	**Transcript (Document Restriction) - Transcriber, TwentyTwo (rep) - Outside** Date of the hearing [ ] 🔲 **Transcriber phone number:** [ ] Notice of Intent to Request Redaction Due Date: 08/4/2025 Redaction Request Due Date: 08/18/2025 Redacted Transcript Submission Due Date: 08/28/2025 End of the transcript access restriction period 10/27/2025 Next Clear	

6.	Click Next.	**Transcript (Document Restriction) - Transcriber, TwentyTwo (rep) - Outside** [Next] [Clear]
7.	Review docket text. Click Next.	Transcript (Document Restriction) - Transcriber, TwentyTwo (rep) - Outside Docket Text: Final Text Transcript re: [6] Notice of appearance held on 7/25/2025. Document restricted for 90 days, call Transcriber for copy. Transcriber: 651-848-1000. Notice of Intent to Request Redaction Deadline Due By 08/4/2025. Redaction Request Due By 08/18/2025. Redacted Transcript Submission Due By 08/28/2025. Transcript access will be restricted through 10/27/2025. (Transcriber, TwentyTwo) **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. **Have you redacted?** [Next] [Clear]

Notice of Intent to Request Transcript Redaction

Parties have seven (7) days from the date the transcript is filed to file a Notice of Intent to Request Transcript Redaction using the Notice of Intent to Request Transcript Redaction event in CM/ECF. A copy of the notice must be provided to the transcriber. This will alert the court and transcriber to put the appropriate controls into effect.

1.	CM/ECF > Bankruptcy	**CM☰ECF** [**Bankruptcy ▾**]
2.	Post-Petition Events > Other Case Events	**Post-Petition Events** Appeals (bankruptcy) Applications (bankruptcy) Conversions Debtor Certifications Motions (bankruptcy) Motions (Chapter 11 First Day Only) Notices (bankruptcy) [Other Case Events] Plan/Disclosure Statement Response/Objection InBox (new) Call Before Use
3.	Select Notice of Intent to Request Transcript Redaction. Click Next.	**Available Events (click to select an event)** Lease assumption agreement Notice of Change of Address [Notice of Intent to Request Transcript Redaction] Notice of Withdrawal of Attorney Notice of final report (chapter 15) Notice of withdrawal and substitution of counsel Ombudsman report Operating report Patient Matrix Payment of Chapter 7 Filing Fee - IFP Denied Payment of Chapter 7 Filing Fee in Installments - IFP Denied Pre-Status Conference Report Presumption of Undue Hardship Proposed Documents to be Filed Under Seal Proposed Exhibit List or Proposed Exhibits for Trials and Evidentiary Hearings Proposed findings of fact and conclusions of law [Next] [Clear]
4.	Make appropriate selection. Click Next.	Notice of Intent to Request Transcript Redaction - Schulz, Matthew (crt) - Inside **Checking the boxes indicates which items are included in this filing.** • ☐ Proof of Service (if required by Local Rule 9036-1(a) for non-filing users) Note: Filing party must notify the designated transcriber of the intent to request redactions.

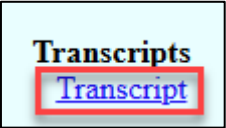| 5.	Select a file to upload if applicable. Click Next.	**Filename** [Choose File] No file chosen **Attachments to Document:** ● No ○ Yes [Next] [Clear]	
6.	Select which transcript event you are relating this notice to. Click Next.	Notice of Intent to Request Transcript Redaction - Attorney, Uno (aty) - Outside *Select the appropriate event(s) to which your event relates:* ☐ 07/25/2025 8 Request for Transcript Order filed by Debtor 1 Justin Case. (Attorney, Uno) ☑ 07/28/2025 9 Transcript re: 6 Notice of appearance held on 7/25/2025. Document restricted for 90 days, call Transcriber for copy. Transcriber: 651-848-1000. Notice of Intent to Request Redaction Deadline Due By 08/4/2025. Redaction Request Due By 08/18/2025. Redacted Transcript Submission Due By 08/28/2025. Transcript access will be restricted through 10/27/2025. (Transcriber, TwentyTwo) [Next] [Clear]	
7.	Click Next.	Notice of Intent to Request Transcript Redaction - Attorney, Uno (aty) - Outside [Next] [Clear]	
8.	Review docket text. Click Next.	Docket Text: Final Text Notice of Intent to Request Transcript Redaction of [9] Transcript filed by Justin Case. (Attorney, Uno) **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted? [Next] [Clear]	

Request for Transcript Redaction

Parties have twenty-one (21) days from the date of the filing of the transcript to file a Request for Transcript Redaction using the *Request for Transcript Redaction* event in ECF, listing the entries by page and line where data appears that should be redacted. A copy of the Request for Transcript Redaction must be provided to the transcriber.

1. CM/ECF > Bankruptcy	**CM⏛ECF** **Ba_nkruptcy ▾**
2. Post-Petition Events > Other Case Events	**Post-Petition Events** Appeals (bankruptcy) Applications (bankruptcy) Conversions Debtor Certifications Motions (bankruptcy) Motions (Chapter 11 First Day Only) Notices (bankruptcy) Other Case Events Plan/Disclosure Statement Response/Objection InBox (new) Call Before Use
3. Select Request for Transcript Redaction (Document Restriction). Click Next.	**Available Events** (click to select an event) Reaffirmation Agreement Reclamation Demand Redemption Agreement Request for Audio Recording or Transcript Order Request for Creditor Address Change Request for One Month Continuance in a Chapter 13 Case Request for Refund of Pay.gov Payment Made in Error Request for Transcript Redaction (Document Restriction) Request for Two Month Continuance in a Chapter 13 Case Request for no future electronic notices Request to debtor for copy of tax information Rescission of Reaffirmation Agreement Response to Motion for Order that Asset Not Be Abandoned to Debtor Upon Case Closing Small business monthly operating report Statement in Support of Reaffirmation Agreement Statement of Compliance Next | Clear
4. Make appropriate selection. Click Next.	**Request for Transcript Redaction (Document Restriction) - Attorney, Uno (aty) - Outside** **Checking the boxes indicates which items are included in this filing.** • Request for Transcript Redaction • ☐ Proof of Service (if required by Local Rule 9036-1(a) for non-filing users) Note: Filing party must notify the designated transcriber of the Request for Transcript Redaction. Next | Clear

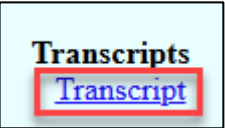| 5. Select the completed Request for Transcript Redaction form for upload. Click Next.	**Request for Transcript Redaction (Document Restriction) - Attorney, Uno (aty) - Outside** Provide the Request for Transcript Redaction form with details of the requested redaction. **Filename** [Choose File] No file chosen **Attachments to Document:** ● No ○ Yes [Next] [Clear]	
6. Select the event which this entry relates to. Click Next.	**Request for Transcript Redaction (Document Restriction) - Attorney, Uno (aty) - Outside** *Select the appropriate event(s) to which your event relates:* ☑ 07/28/2025 9 Transcript re: 6 Notice of appearance held on 7/25/2025. Document restricted for 90 days, call Transcriber for copy. Transcriber: 651-848-1000. Notice of Intent to Request Redaction Deadline Due By 08/4/2025. Redaction Request Due By 08/18/2025. Redacted Transcript Submission Due By 08/28/2025. Transcript access will be restricted through 10/27/2025. (Transcriber, TwentyTwo) [Next] [Clear]	
7. Click Next.	**Request for Transcript Redaction (Document Restriction) - Attorney, Uno (aty) - Outside** [Next] [Clear]	
8. Review docket text. Click Next.	Request for Transcript Redaction (Document Restriction) - Attorney, Uno (aty) - Outside Docket Text: Final Text Request for Transcript Redaction re: [9] Transcript filed by Justin Case. (Attorney, Uno) **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?** [Next] [Clear]	

Redacted Transcript

The deadline for filing the redacted version of the transcript is thirty-one (31) days from the filing date of the transcript. The transcriber must file any redacted transcript with the clerk's office in CM/ECF

1.	CM/ECF > Bankruptcy	
2.	Transcripts > Transcript	
3.	Select Redacted Transcript (Document Restriction). Click Next.	**Available Events** (click to select events) Redacted Transcript (Document Restriction) Transcriber Acknowledgment of Transcript Order Transcriber Request for Extension of Time to File Transcript Transcript (Document Restriction) [Next] [Clear]
4.	Select file to upload. Click Next.	**Filename** [Choose File] No file chosen **Attachments to Document:** ● No ○ Yes [Next] [Clear]
5.	Select transcript that relates to the redacted transcript document. Click Next.	Redacted Transcript (Document Restriction) - Transcriber, TwentyTwo (rep) - Outside *Select the appropriate event(s) to which your event relates:* ☐ 05/29/2025 1 Chapter 7 Voluntary Petition for Individuals re: Justin Case. Fee Amount $338.00. (Attorney, Uno) ☐ 05/29/2025 2 Creditor Matrix. (Attorney, Uno) ☐ 05/29/2025 3 Amended Schedule(s) filed by Justin Case: Summary of Assets and Liabilities, C, D, E/F, Verification by Debtor, Proof of Service, Summary of Amendments (Local Form 1009-1) if REQUIRED. Fee Amount $34.00. Creditor(s) added to the case: Add Creditor Name Here, Additional Creditors Listed. (Attorney, Uno) ☐ 05/29/2025 Added creditor to matrix re: 1 Chapter 7 Voluntary Petition. Creditor(s) added to the case: Already Listed Creditor. (Attorney, Uno) ☐ 05/29/2025 5 Order Regarding Notice of Amended Schedule. (KRG) ☐ 07/10/2025 Added creditor to matrix re: 1 Chapter 7 Voluntary Petition . Creditor(s) added to the case: ADDING PREVIOUSLY LISTED CREDITOR. (KRG) ☐ 07/14/2025 6 Notice of appearance and request for notice filed by Justin Case and Uno X. Attorney. Proof of Service. (Attorney, Uno) ☐ 07/14/2025 7 Withdrawal of notice of appearance re:(6 Notice of appearance) filed by Justin Case and Uno X. Attorney. (Attorney, Uno) ☐ 07/25/2025 8 Request for Transcript Order filed by Debtor 1 Justin Case. (Attorney, Uno) ☐ 07/28/2025 Transcriber acknowledges 8 Transcript Order. Transcript Order was received on 7/28/2025. Transcriber expects to complete the transcript on 8/4/2025. Thirty-day deadline is 08/27/2025. (Transcriber, TwentyTwo) ☐ 07/29/2025 10 Notice of Intent to Request Transcript Redaction of 9 Transcript filed by Justin Case. (Attorney, Uno) ☐ 07/29/2025 11 Request for Transcript Redaction re: 9 Transcript filed by Justin Case. (Attorney, Uno) [Next] [Clear]

6.	Enter the date of the hearing being transcribed. Click Next.	**Redacted Transcript (Document Restriction) - Transcriber, TwentyTwo (rep) - Outside** Date of the hearing [_____] End of the transcript access restriction period 10/27/2025 [Next] [Clear]
7.	Click Next.	**Redacted Transcript (Document Restriction) - Transcriber, TwentyTwo (rep) - Outside** [Next] [Clear]
8.	Review docket text. Click Next.	Docket Text: Final Text Redacted Transcript re: [11] Request for Transcript Redaction held on 7/28/2025. Document restricted for 90 days, call Transcriber for copy. Transcriber: Transcript access will be restricted through 10/27/2025. (Transcriber, TwentyTwo) **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted? [Next] [Clear]

Transcriber Request for Extension of Time to File Transcript

If the transcriber cannot compete the transcript within 30 days after the order has been received, the transcriber must request an extension from the bankruptcy clerk. The request must be submitted using the Transcriber Request for Extension of Time to File Transcript event in CM/ECF. The bankruptcy clerk will enter on the docket and notify the transcriber whether the request for an extension is granted.

1.	CM/ECF > Bankruptcy	
2.	Transcripts > Transcript	
3.	Select Transcriber Request for Extension of Time to File Transcript. Click Next.	
4.	Enter the date of expected completion. Click Next.	
5.	Select the acknowledgment that relates to your extension request. Click Next.	
6.	Click Next.	
7.	Review docket text. Click Next.	