

## Instructions General

**Use.** Use this form to order the transcription of proceedings. Complete a separate order form for each case number for which transcripts are ordered.

**Completion.** Complete Items 1-20.

**Deposit Fee.** Contact the Office of the Clerk at 918-699-4000 to obtain an estimate of the cost of the transcript along with the name and phone number of the transcription service that will be completing the order. Upon receipt of the deposit the transcript service will process the order.

**File the Transcript Order Form.** The Transcript Order Form should be filed using the event Bankruptcy/General Filing/Miscellaneous/Transcript Order Form.

**Deliver Time.** Delivery time is computed from the date of receipt of the deposit fee or for transcripts ordered by the federal government from the date of receipt of the signed order form.

**Completion of Order.** The transcript will be filed with the court when completed.

**Balance Due.** If the deposit fee was insufficient to cover all charges, the transcript service will notify you of the balance due which must be paid prior to receiving the completed order.

## SPECIFIC

- Items 1-20.      These items should always be completed.
- Item 8.            Only one case number may be listed per order.
- Item 16.          Place an "X" in the box for each portion requested. List specific date(s) of the proceedings for which transcript is requested. Be sure that the description is clearly written to facilitate processing. Orders may be placed for as few pages of transcript as are needed.
- Item 17.          Categories. There are five (5) categories of transcripts which may be ordered. These are:
- Ordinary.* A transcript to be delivered within thirty (30) calendar days after receipt of an order. (Order is considered received upon receipt of the deposit.)
  - 14-Day.* A transcript to be delivered within fourteen (14) calendar days after receipt of an order.
  - Expedited.* A transcript to be delivered within seven (7) calendar days after receipt of an order.
  - 3-Day.* A transcript to be delivered within three (3) calendar days after receipt of an order.
  - Daily.* A transcript to be delivered within 24 hours after receipt by the transcriptionist of an order. (Please call the court to alert of daily request).

**NOTE:** Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within seven (7) calendar days, payment would be at the 14-day delivery rate, and if not completed and delivered within 14 calendar days, payment would be at the ordinary delivery rate.

*Ordering.* Place an “X” in each box that applies. Indicate the number of additional copies ordered.

*Original.* Original typing of the transcript. An original must be ordered and prepared prior to the availability of copies. The original fee is charged only once. The fee for the original includes the copy for the records of the court.

*First Copy.* First copy of the transcript after the original has been prepared. All parties ordering copies must pay this rate for the first copy ordered.

*Additional Copies.* All other copies of the transcript ordered by the same party.

- Item 18. Sign in this space to certify that you will pay all charges. (This includes the deposit plus any additional charges.)
- Item 19. Enter the date of signing.
- Item 20. Email Address of Ordering Party.

(Rev. 04/18)

**U.S. BANKRUPTCY COURT  
NORTHERN DISTRICT OF OKLAHOMA**

224 South Boulder Ave  
Room 224 Tulsa, OK 74103  
www.oknb.uscourts.gov

*Please Read Instructions:*

**TRANSCRIPT ORDER**

1. NAME		2. PHONE NUMBER	3. DATE	
4. MAILING ADDRESS		5. CITY	6. STATE	7. ZIP CODE
8. CASE NUMBER	9. JUDGE	DATES OF PROCEEDINGS		
		10. FROM	11. TO	
12. CASE NAME		LOCATION OF PROCEEDINGS		
		13. CITY	14. STATE	

15. ORDER FOR  
 BANKRUPTCY CASE       ADVERSARY PROCEEDING       OTHER

16. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested)

PORTION(S)	DATE(S)
<input type="checkbox"/> ENTIRE PROCEEDING	
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)	
<input type="checkbox"/> OPENING STATEMENT (Defendant)	
<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)	
<input type="checkbox"/> CLOSING ARGUMENT (Defendant)	
<input type="checkbox"/> OPINION OF COURT	
<input type="checkbox"/> WITNESS TESTIMONY (Specify name of witness)	
<input type="checkbox"/> WITNESS TESTIMONY (Specify name of witness)	

17. ORDER			
CATEGORY	ORIGINAL <small>(Includes Certified Copy to Clerk for Records of the Court)</small>	FIRST COPY	ADDITIONAL COPIES
ORDINARY	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES
14-Day	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES
EXPEDITED	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES
3-Day	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES
DAILY	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES

CERTIFICATION (18. & 19. & 20.)  
 By signing below, I certify that I will pay all charges  
 (deposit plus additional).

18. SIGNATURE \_\_\_\_\_ 19. DATE \_\_\_\_\_

20. EMAIL ADDRESS OF ORDERING PARTY \_\_\_\_\_