

**ATTORNEY - Quick Reference Guide**

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Request for Transcript

Step	Action
1	Review <b>Transcript Information</b> – Transcripts Tab on Home page of this website.
2	Following website instructions, complete AO 435 <b>Transcript Order Form</b> .
3	Save the completed Transcript Order Form as a PDF file.
4	Click on the Bankruptcy or Adversary hyperlink.
5	Choose Miscellaneous and enter Case Number. Click <b>NEXT</b> .
6	At the next screen choose Transcript Request event. Click <b>NEXT</b> .
7	On next screen, Select the party filer(s). Click <b>NEXT</b> .
8	On next screen, browse and attach the PDF of the completed Transcript Order Form. Click <b>NEXT</b> .
9	At the next screen, Click - <b>NEXT</b>
10	Review <b>Docket Text:Final Text</b> and if correct, Click <b>NEXT</b> . If not correct, Click the <b>BACK</b> button to make corrections. The filing is complete and <b>Notice of Electronic Filing</b> screen will appear once you have clicked <b>NEXT</b> on the “Docket Text:Final Text” Screen.