# UNITED STATES BANKRUPTCY COURT
## OFFICE OF THE CLERK
## DISTRICT OF MARYLAND

Mark D. Sammons
Clerk

www.mdb.uscourts.gov

## COMPACT DISK (CD) REQUEST FORM

The Court uses a program to digitally record proceedings using a proprietary program. **You will need a computer to listen to the proceeding**. To request a CD of a hearing, please provide the following information:

Case Name: _____

Case Number: _____ Hearing Date: _____

Judge who presided at hearing:

_____ Alquist _____ Catliota _____ Derby _____ Gordon _____ Keir _____ Lipp _____ Mannes _____ Schneider

Contact Name: _____

Mailing Address: _____

_____
City State Zip

Telephone Number: _____ E-mail Address: _____

I need the CD within: _____ 24 Hours _____ 7 Days _____ 14 Days

_____ I will pick up the CD at the courthouse when notified.

_____ Please mail the CD to the mailing address above.

**Payment of the $30.00 fee is due at the time the request is submitted.** The Clerk's office accepts cash, money orders, cashier's checks, checks from law firms, American Express, Diners Club, Discover, Mastercard and VISA for payment of the fee. If paying by credit card, the request form must be submitted in person to the Clerk's office. **Debtors may not present credit cards or personal checks for payment.** All checks from law firms must include a current pre-printed address. Please make the check/money order/cashier's check payable to: **Clerk, U.S. Bankruptcy Court.**

Please either mail or hand-deliver the completed form along with your payment to:

**For hearings held in Baltimore or Salisbury:**

United States Bankruptcy Court
101 West Lombard Street, Suite 8530
Baltimore, MD 21201

OR

**For hearings held in Greenbelt:**

United States Bankruptcy Court
6500 Cherrywood Lane, Suite 300
Greenbelt, MD 20770

****For requests regarding the § 341 Meeting of Creditors, please contact the Office of the United States Trustee (Baltimore: 410-962-4300 or Greenbelt: 301-344-6216).****