

UNITED STATES BANKRUPTCY COURT
OFFICE OF THE CLERK
DISTRICT OF MARYLAND



Mark A. Neal
Clerk

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HEARING AUDIO REQUEST FORM

The Court digitally records proceedings using a proprietary program. **You will need a computer with Internet Access and an email address to listen to the proceeding.** The court will prepare the audio and send you an email with a link to the audio file that you can play on your computer. The link will be active for 14 days. However, you can save the file to your computer. To request a copy of the audio file from a hearing, please provide the following required information:

Case Name: _____

Case Number: _____ Hearing _____ Date: _____

Judge who presided at hearing: _____

Your Name: _____

Telephone Number: _____ E-mail Address: _____

Payment of the \$30.00 fee for each hearing date 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/debit 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 allow two business days to process the request.**

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 OR
Baltimore, MD 21201

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).****