

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF WISCONSIN
APPLICATION FOR CERTIFICATION AS COURT-APPROVED TRANSCRIPT SERVICE PROVIDER**

The United States Bankruptcy Court for the Western District of Wisconsin maintains on its website a list of Court-Approved Transcript Service Providers which identifies entities authorized to transcribe audio recordings of its proceedings. To be added to this list, an applicant must complete this Application for Certification as Court-Approved Transcript Service Provider and must have transcribers that are certified by the American Association of Electronic Reporters and Transcribers (AAERT). The court cannot guarantee which agency parties may select for transcription services.

By submitting an application, you agree to the following terms:

1. Accept FTR (For The Record) Files or MP3 audio files.
2. Agree to follow all federal court transcript format standards, delivery schedules, and fee requirements as set by the Judicial Conference of the United States Courts in preparing all transcripts. Failure to comply may allow the court to remove names from the List of Court-Approved Transcript Service Providers. **Refer to the [Guide to Judiciary Policy, Vol 6, Chapter 5, Transcripts](#).**
3. The court audio file remains the official court record.
4. Only the court may reproduce CDs or digital downloads of the audio recording if requested.
5. Agree to update the information on this application whenever it becomes necessary.

| Contact Information | |
|---------------------------------------------------------|--|
| Agency Name: | |
| Name Of Contact: | |
| Address: | |
| Phone Number: | |
| Email: | |
| Website: | |
| Courts Where Transcription Services Have Been Provided: | |

Signature of Applicant

Date

Submit completed application to: WIWB_Administrative_Services@wiwb.uscourts.gov.