

## How to Request and Docket Request for Digital Audio Recording

1. To request a digital audio recording you must first fill out the AO Form 436 Audio Recording Order. This form can be found on our website, [txed.uscourts.gov](http://txed.uscourts.gov), under Forms/Transcript.
2. After saving your AO Form 436 in PDF format, you are now ready to docket your Request.

Log into CM/ECF and docket the event "Transcript/Digital Audio Recording Request"

The screenshot shows the 'Other Documents' interface. At the top, there is a search bar. Below it, the 'Available Events (click to select an event)' list includes: Redaction Request - Transcript, Report of Rule 26(f) Planning Meeting, Request for Entry of Default by Clerk, Response to Order to Show Cause, SSA Administrative Record, Satisfaction of Judgment, Settlement Agreement, Social Security Transcript Mailed/Delivered (AUSA entry), State Court Records, Status Report, Stipulation, Stipulation of Dismissal, Suggestion of Bankruptcy, Suggestion of Death, and Transcript/Digital Audio Recording Request (which is highlighted). To the right, the 'Selected Event' field contains 'Transcript/Digital Audio Recording Request'. At the bottom, there are 'Next' and 'Clear' buttons.

3. Click next, type in the case number, and click next again.

The screenshot shows the 'Other Documents' interface. The 'Civil Case Number' field is highlighted and contains the text '6:13-cv-816'. Below the field, there are 'Next' and 'Clear' buttons.

- On the next screen select "Digital Audio Recording" and attach your AO Form 436 as the main document.

Select **Paper Transcript** for a **written record** of a court proceeding (Requires AO 435)  
**or**  
 Select **Digital Audio Recording** for a **digital audio** file of a court proceeding (Form AO 436)

Digital Audio Recording ▾

Select the pdf document and any attachments.

**Main Document**

|:\Test Doc.pdf

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▾	<input type="text"/>

- Click next until the party filer screen appears. Click on the party filer, click next.

[Collapse All](#) [Expand All](#)

- Vickie Barrow** dft
- Director TDCJ-CID** dft
- Larry G Doyle** dft
- Gale Karriker** dft
- Caron Knoch** dft
- Edwin Schneider** pla
- Unknown Parties** dft
- Shauna Vestal** dft

Select the filer.

**Select the Party:**

- Barrow, Vickie** [dft]
- Director TDCJ-CID [dft]
- Doyle, Larry G [dft]
- Karriker, Gale [dft]
- Knoch, Caron [dft]
- Schneider, Edwin [pla]
- Unknown Parties [dft]
- Vestal, Shauna [dft]

6. On the next screen type in hearing date, type, judge, and click next.

For Dates and Type of Hearing

Hearing Judge

7. Final text window appears. If all information is correct, click next.

**Docket Text: Modify as Appropriate.**

**Digital Audio Recording Request  by Vickie Barrow for proceedings held on 1/20/2014 Pretrial Conference before Judge Schneider. (seagull, Test)**

Once you click next on the final text screen, you will have no further opportunity to modify this transaction and the next page you will see is the "Notice of Electronic Filing".

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