

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

**NOTICE OF AVAILABILITY OF
DIGITAL AUDIO FILES IN CERTAIN MATTERS**

Audio recordings of selected court proceedings are once again available through PACER – this time for hearings held in all divisions.

Instructions on how to access a recording are attached to this notice.

These recordings are NOT the official record of any proceeding, but are offered merely as a courtesy. The files containing the recordings should not be designated as part of the record in any appeal, as the Clerk will not transmit them. Parties to the appeal must continue to request transcripts of the proceedings, or to comply with Fed.R.Bankr.P. 8009(b)(1)(B) or (2)(B) and file the certificate that no transcript has been ordered.

June 6, 2016

/s/ Kevin P. Dempsey
Bankruptcy Clerk

ACCESSING A DIGITAL AUDIO FILE

[Note: if you are already viewing the docket of a specific case, skip to Step 6.]

System Requirements:

- A current PACER registration
- Adobe Acrobat or Adobe Reader version 7 or greater
- Windows Media Player (for .mp3 file playback)

Accessing the Digital Audio File from the docket:

1. Login with your PACER account.
2. Select **Reports** from the blue menu bar.
3. Select the **Docket Report**.

The screenshot shows the PACER website's navigation bar and the Reports menu. The navigation bar is dark blue with white text for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', 'Procedures', and 'Logout'. Below the navigation bar, the 'Reports' section is displayed with a list of links. The link 'Docket Report' is circled in red. Other links include 'Cases', 'Claims Register', 'Chapter 11 Progress', 'Claims Activity', 'Contested Matters', 'Creditor Activity', 'List of Creditors', 'Deadlines/Hearings', 'Docket Activity', 'LinkBuilder', 'Missing/Invalid SSN', 'Motions', 'Motions and Related Filings', 'Party Name Validation', 'Pleadings Requiring Fees', 'Professional Fees Applied For/Awarded', 'Professional Fees Awarded', 'Reportable Matters Under Advisement', 'Restricted Documents', 'Restricted Entries', 'Sealed Cases', 'Task List', 'Written Opinions', 'Order Activity', 'Signed Orders', 'Order Query', 'Judgment Book', and 'Block Scheduling'.

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search **i** Procedures Logout

Reports

- [Cases](#)
- [Claims Register](#)
- [Docket Report](#)
- [Adversary/Involuntary](#)
- [Answers](#)
- [Appeals](#)
- [Awaiting 341 Notice](#)
- [Calendar - Daily](#)
- [Calendar - Monthly](#)
- [Calendar Events](#)
- [Case Aging](#)
- [Case Flags](#)
- [Case Management](#)
- [Case Statuses](#)
- [Cases Ready for Discharge/Closing](#)
- [Chambers' Matters Under Advisement](#)
- [Chapter 11 Progress](#)
- [Claims Activity](#)
- [Contested Matters](#)
- [Creditor Activity](#)
- [List of Creditors](#)
- [Deadlines/Hearings](#)
- [Docket Activity](#)
- [LinkBuilder](#)
- [Missing/Invalid SSN](#)
- [Motions](#)
- [Motions and Related Filings](#)
- [Party Name Validation](#)
- [Pleadings Requiring Fees](#)
- [Professional Fees Applied For/Awarded](#)
- [Professional Fees Awarded](#)
- [Reportable Matters Under Advisement](#)
- [Restricted Documents](#)
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- [Sealed Cases](#)
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- [Written Opinions](#)
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- [Signed Orders](#)
- [Order Query](#)
- [Judgment Book](#)
- [Block Scheduling](#)

4. Enter the desired case number

5. Click on **Run Report**.

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search **i** Procedures Logout

Docket Sheet

Case number 1:16-bk-1643 Titan Equity Group, LLC (closed)

Filed to

Entered to

Documents to

Include:

- Terminated parties
- Links to Notices of Electronic Filing
- Page counts for documents
- Rule 3002.1 Claim Supplements

Document options:

- Include headers when displaying PDF documents
- View multiple documents
- Create Record on Appeal

Include on the Docket Sheet:

- all docket entries in this case
- selected docket entries only

Include PDF documents

All Entries

- Private Only
- Public Docket



Format:

- HTML
- Text

Sort by ▾

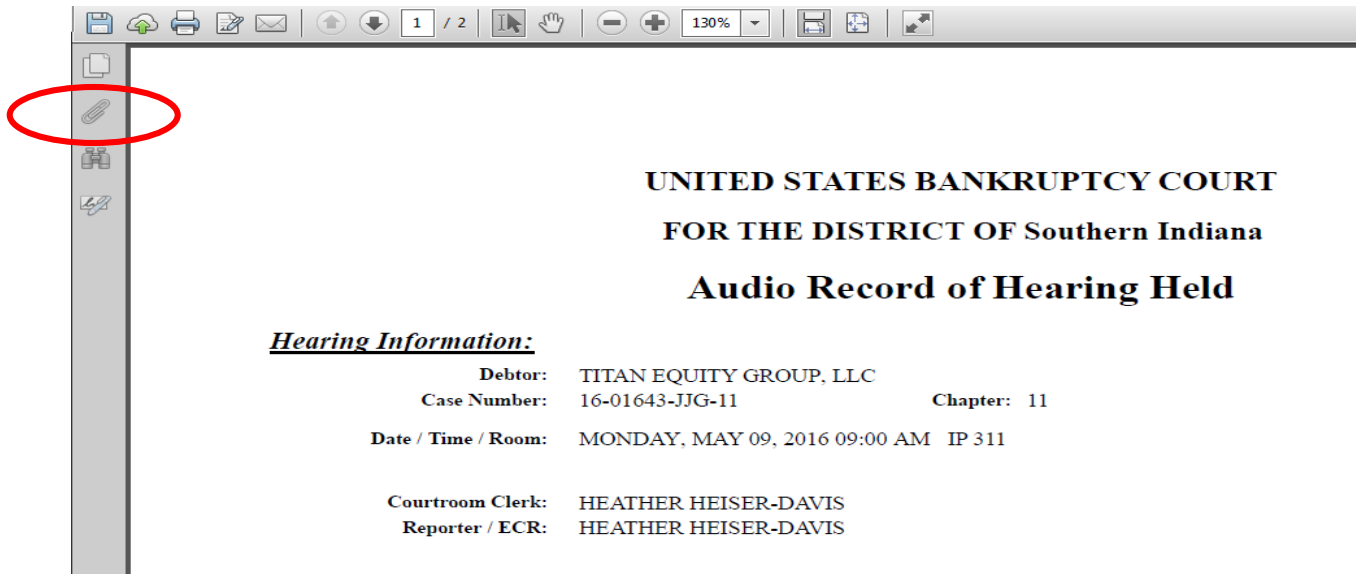
Make these options my default Schedule this to run ▾

6. The docket will display. Locate the hearing date and PDF with Audio File.

05/09/2016	  PDF with attached Audio File. Court Date & Time [05/09/2016 09:00 AM], File Size [47 KB]. Run Time [00:00:06]. (vCal Hearing ID (258194)).(Heiser-Davis, Heather). (Entered: 05/10/2016)
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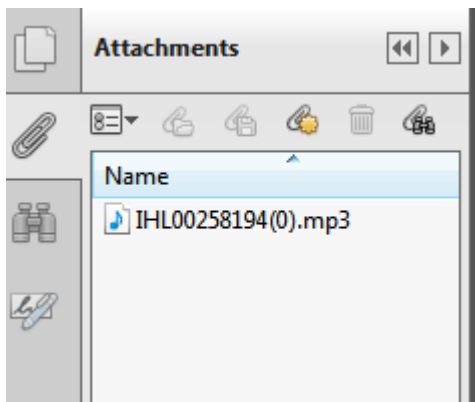
7. Click on the docket entry number to display the PDF. The Hearing information will come up.

8. Click on the Attachment or Paper Clip icon to display a link to the MP3 file. If you have difficulty locating the audio file, see section titled “**Methods for Accessing Audio Files Attached to a PDF file**”



**Note: The audio files are in MP3 format and embedded as an attachment to a PDF (Windows Media Play will play MP3 files by default). **

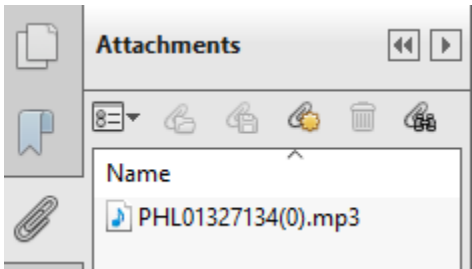
9. The Attachment window will then be shown. **Double Click** on the embedded audio file to open it (you can also click on the embedded audio file and then click **open** or **save**).



10. **Click OK** to open. The file and your default audio player will pop-up and begin playing the audio file.

Methods for Accessing Audio Files Attached to a PDF File

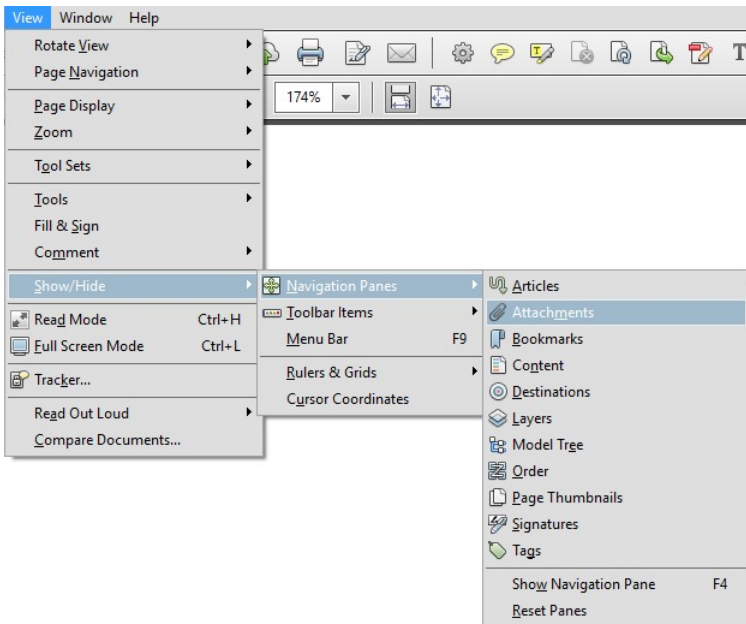
To access an audio file, click on the attachments (paper clip) icon on the left side of the application. The panel will expand, double click the file to load it into a media player.



If you do not see the attachments icon, see below.

Finding the Attachments icon in Adobe Acrobat

Click on View, Show/Hide, Navigation Panes, Attachments



Finding the Attachments icon in Adobe Reader

Click on the Adobe symbol in the floating menu at the bottom of the page



Attachments icon will appear on left side of page. Click to expand to show audio attachments.