

**United States Bankruptcy Court  
Eastern District of Wisconsin  
Application for Certification as Court Approved Transcriber**

The United States Bankruptcy Court for the Eastern District of Wisconsin maintains on its website a List of Approved Transcribers which identifies entities authorized to transcribe audio recordings of its proceedings. To be added to this List of Approved Transcribers an entity ("Applicant") must complete this Application for Certification as Court Approved Transcriber. Applicant must also either: (1) be an entity whose transcribers are certified by the American Association of Electronic Reporters and Transcribers (AAERT); **or** (2) satisfactorily demonstrate an ability to timely transcribe a sample audio recording of a Court proceeding. The transcription noted in criterion #2 will be reviewed for timeliness and the quantity and quality of errors.

Entities on the List of Approved Transcribers are subject to periodic performance assessments.

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**TRANSCRIBER INFORMATION**

\* Please type all information requested below.

1. Firm Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

3. Contact Person: \_\_\_\_\_

4. Telephone Number: \_\_\_\_\_

5. Emergency Number: \_\_\_\_\_

6. Do you have any control, financial, or other interest in a firm substantially owned or controlled by a spouse, child, or parent who serves as an officer or employee of the Government of the United States?  
Y\_\_\_ N\_\_\_ (If yes, explain).

\_\_\_\_\_  
\_\_\_\_\_

7. Is each of the firm's Transcribers certified by the AAERT? Y\_\_\_ N\_\_\_ (**Mandatory requirement.** If yes, provide copy of certification).

8. Does your firm offer web-based ordering and the ability to upload files electronically? Y\_\_\_ N\_\_\_ (**Mandatory requirement**). Please provide the link to your website:

\_\_\_\_\_

9. Please provide the names of the other courts to which your firm provides transcription services:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. I have read and agree to follow the Federal court transcript format standards, delivery schedules, and per page rates (as set by the Judicial Conference of the United States) in preparing all transcripts. I agree to update the information on this application whenever it becomes necessary.

Completed By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_