

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF DELAWARE

Transcript/CD Ordering Instructions & Contact Information

The following instructions should be followed when ordering a transcript or CD for Judges Carey, Gross, Shannon, Sontchi, Walrath, Walsh or Fitzgerald (hearings held in Delaware only)

1. Complete the information required in boxes 1 – 13 on a Transcript/CD Order Form, available from the Court’s website ~ www.deb.uscourts.gov (located under the Chambers link)
2. Email form to DEBML_TRANSCRIPTS_REQUESTS@DEB.USCOURTS.GOV or Fax the form to (302) 573-6654. (DEBML(underscore)TRANSCRIPTS(underscore)REQUESTS@DEB(dot)USCOURTS(dot)GOV)
3. Transcript/CD Order Forms must be received by 2:00 p.m. EST to be processed the same business day. Requests received after 2:00 p.m. EST will be processed the next business day.
4. Only one transcript request permitted per order form AND e-mail. Transcript orders are NOT accepted for future hearings.
5. The estimated time of completion for processing a transcript begins when the transcriber receives the request from the Court.

For questions regarding transcripts or CDs, please contact:

- Brandon McCarthy at (302) 252-2906 for Judge Walrath
- Nickita Barksdale at (302) 252-2900, ext. 5128 for Judge Walsh
- Al Lugano at (302) 252-2900, ext. 5101 for Judge Carey
- Leslie Murin at (302) 252-2937 for Judge Sontchi
- Jennifer Pasierb at (302) 252-2978 for Judge Gross
- Theresa Pullan at (302) 252-2942 for Judge Shannon

For ordering a transcript or CD for the following District Court or visiting judges, please call the contact person listed below for ordering procedures:

Judge:	Contact:	Phone:
Gregory M. Sleet, Chief Judge, District Court	Kevin Maurer	(302) 573-6619
Joseph J. Farnan, District Court	Leonard Dibbs	(302) 573-6195
Sue L. Robinson, District Court	Valerie Gunning	(302) 573-6194
Judith K. Fitzgerald, Visiting Judge (hearings held in Pittsburgh only)	Cathy Younker Or Janet Heller	(412) 644-4060 ext. 136 (412) 644-4060 ext. 132

