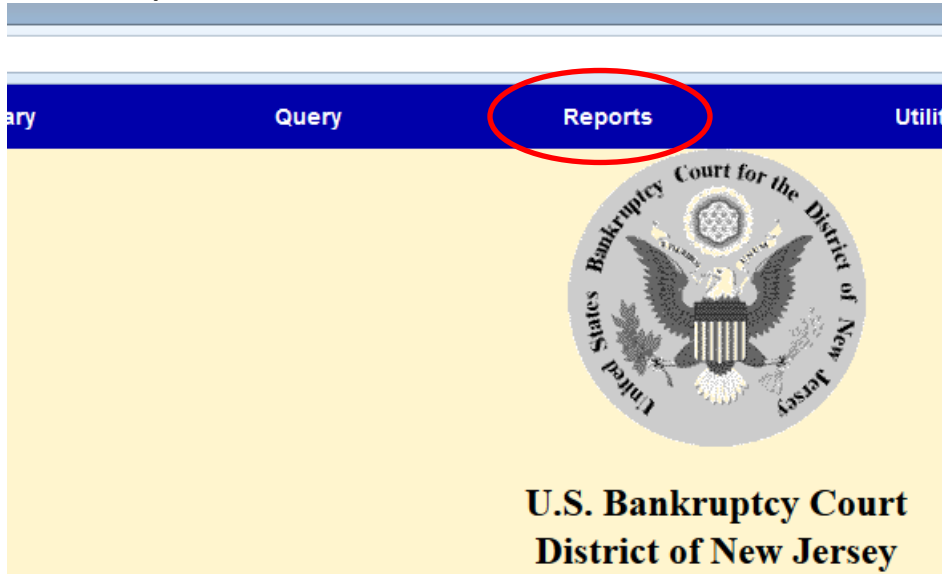


Accessing audio files from PACER

All court proceedings held in the District of New Jersey Bankruptcy Court are digitally recorded. Many of these hearings are posted to the PACER (Public Access to Court Electronic Records) System. There are two methods to access those audio files, by individual case record or all audio records by a particular date range.

By the Individual Case Record:

1. Login with your PACER account supplied by the PACER Service Center (800) 676-6856.
2. Select **Reports** from the blue menu bar.



3. Select **Docket Report**



4. Type in desired **Case Number** (filters such as date range or document range are not required).

ECF Bankruptcy Adversary

Docket Sheet

Case number

Filed to

Entered to

Documents to

Include:

- Terminated parties
- Links to Notices of Electronic Filing
- Page counts for documents

Document options:

- Include headers when displaying PDF documents
- View multiple documents
- Create Appendix

Include on the Docket Sheet:

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

Include PDF documents

Format:

- HTML
- Text

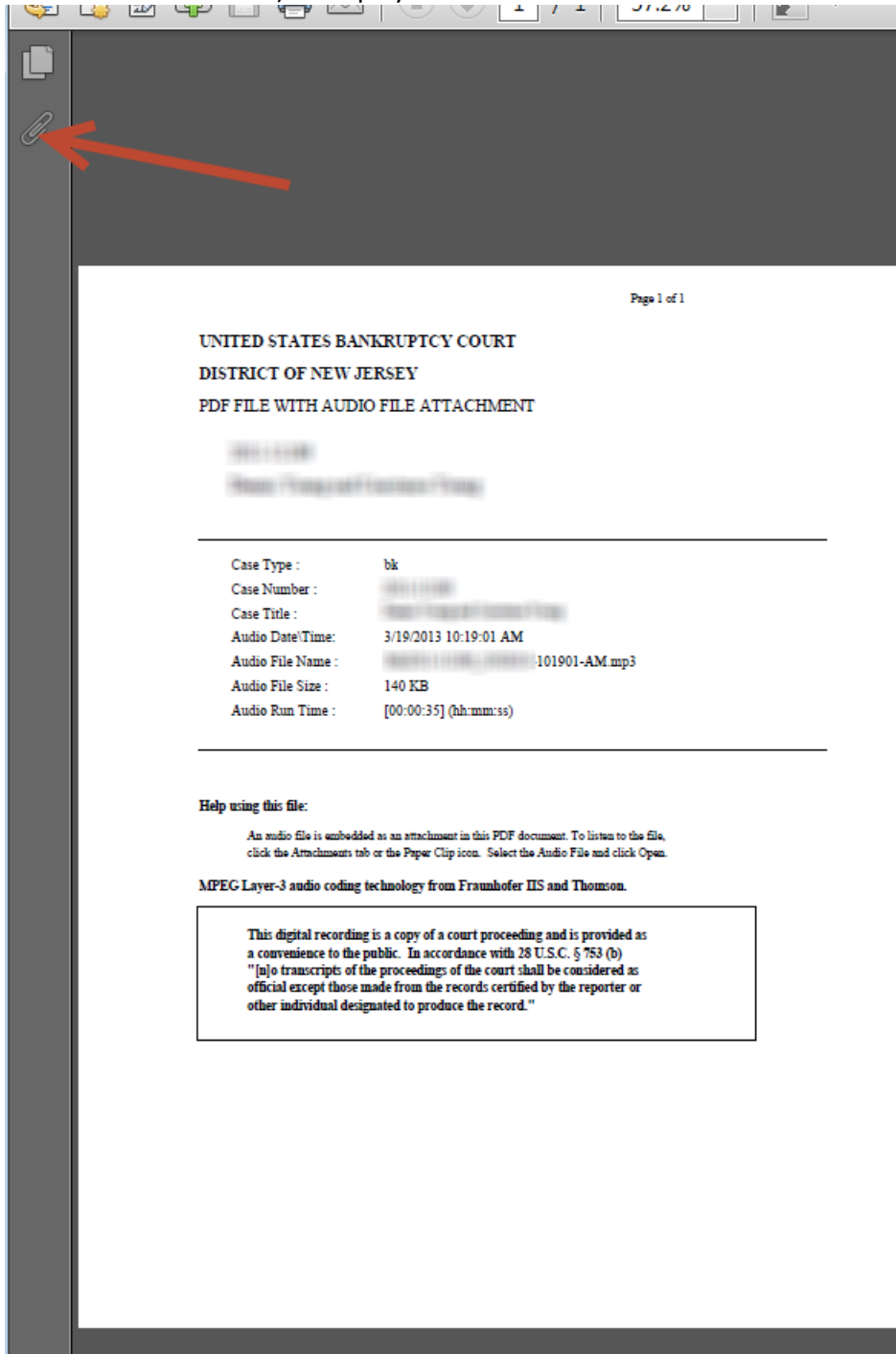
Sort by

5. Click **Run Report**

6. Locate the docket entry and click on the **document number** in the second column to access the PDF file that contains the embedded audio.

03/19/2013	23 (1 pg)	PDF with attached Audio File. Court Date & Time [3/19/2013 10:19:01 AM]. File Size [140 KB]. Run Time [00:00:35]. (admin). (Entered: 03/19/2013)
------------	------------------------------	--

7. The audio files are in MP3 format and embedded as an attachment to the PDF (Windows Media Player will play MP3 files by default). Click the **Attachments** tab or **Paper Clip** icon (you will need the latest version of Adobe Acrobat Reader) to display a link to the MP3 file.



The screenshot shows a PDF document viewer interface. On the left sidebar, there is a paperclip icon representing attachments, with a red arrow pointing to it. The main content area displays the following text:

Page 1 of 1

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY
PDF FILE WITH AUDIO FILE ATTACHMENT

Case Type : bk
Case Number : [REDACTED]
Case Title : [REDACTED]
Audio Date/Time: 3/19/2013 10:19:01 AM
Audio File Name : [REDACTED] 101901-AM.mp3
Audio File Size : 140 KB
Audio Run Time : [00:00:35] (hh:mm:ss)

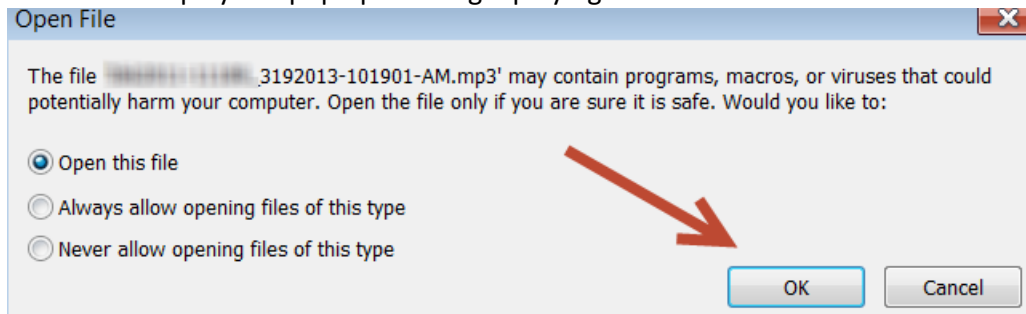
Help using this file:
An audio file is embedded as an attachment in this PDF document. To listen to the file, click the Attachments tab or the Paper Clip icon. Select the Audio File and click Open.

MPEG Layer-3 audio coding technology from Fraunhofer IIS and Thomson.

This digital recording is a copy of a court proceeding and is provided as a convenience to the public. In accordance with 28 U.S.C. § 753 (b) "[n]o transcripts of the proceedings of the court shall be considered as official except those made from the records certified by the reporter or other individual designated to produce the record."

8. 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**).

9. Adobe Acrobat may warn you of the dangers of opening attachments. Click **OK** to open the file and your default audio player will pop up and begin playing the audio file.

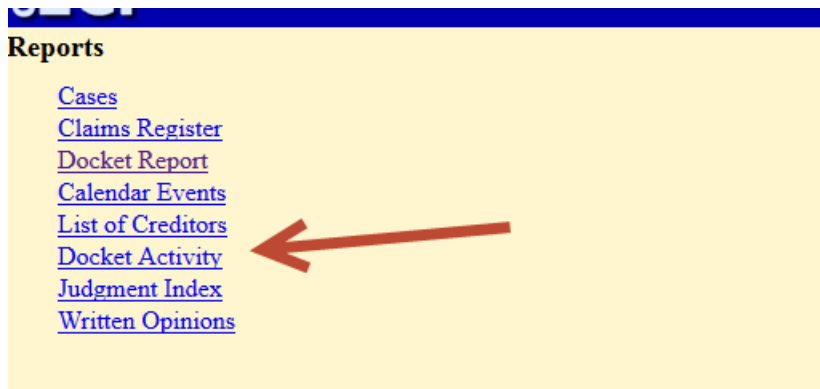


All Audio Records by Date Range:

1. Login with your PACER account supplied by the PACER Service Center (800) 676-6856.
2. Select **Reports** from the blue menu bar.



3. Select **Docket Activity**



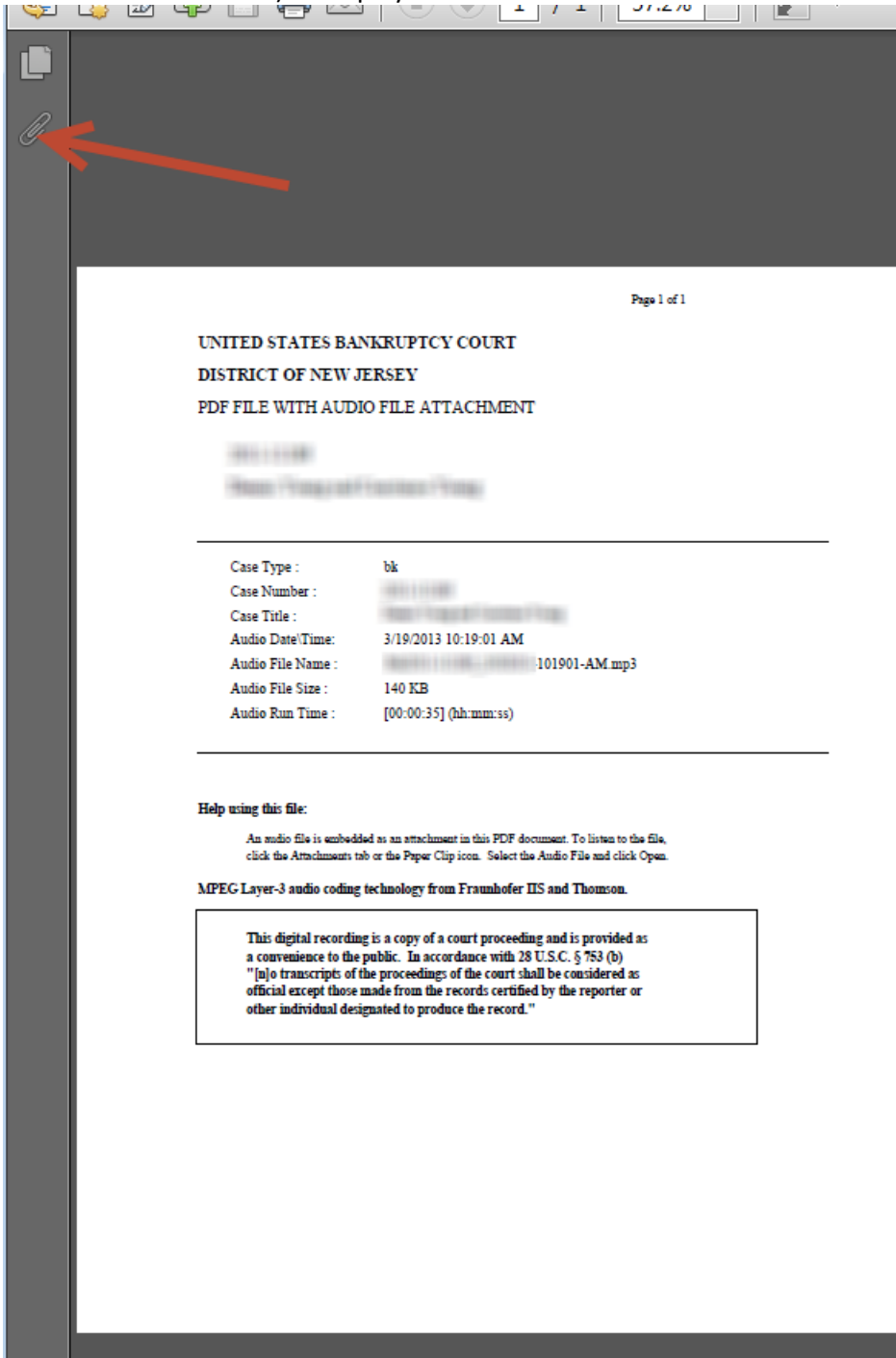
4. Select any desired filters, such as date range or case type.
5. From the **Category** Field, select **AUDIO**

A screenshot of the 'Docket Activity Report' filter form. The form has a yellow background. At the top right, there is a warning box that says 'Warning: you'. Below the warning box, there are several input fields and checkboxes. The 'Case number' field is empty, and there is a checked checkbox for 'Only cases to which I am linked'. The 'Office' dropdown menu is open, showing 'Camden' and 'Newark'. The 'Case type' dropdown menu is open, showing 'ap' and 'bk'. The 'Category' dropdown menu is open, showing 'audio', 'auditor', 'caseupld', and 'claims'. There are checkboxes for 'Open cases' and 'Closed cases'. There are radio buttons for 'Summary Text' and 'Full Docket Text'. The 'Entered' field is set to '1/1/2013' and the 'to' field is set to '4/1/2013'. The 'Sort by' dropdown menu is set to 'Case Number'. At the bottom, there are 'Run Report' and 'Clear' buttons. Red arrows point to the 'audio' category, the '1/1/2013' date, the '4/1/2013' date, and the 'Run Report' button.

6. Click on **Run Report**.

7. A list of all audio files for the given date range will be displayed. Click on the document number in the second column to access the PDF file that contains the embedded audio.

8. The audio files are in MP3 format and embedded as an attachment to the PDF (Windows Media Player will play MP3 files by default). Click the **Attachments** tab or **Paper Clip** icon (you will need the latest version of Adobe Acrobat Reader) to display a link to the MP3 file.



Page 1 of 1

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY
PDF FILE WITH AUDIO FILE ATTACHMENT

Case Type : bk
Case Number : [REDACTED]
Case Title : [REDACTED]
Audio Date/Time: 3/19/2013 10:19:01 AM
Audio File Name : [REDACTED] 101901-AM.mp3
Audio File Size : 140 KB
Audio Run Time : [00:00:35] (hh:mm:ss)

Help using this file:
An audio file is embedded as an attachment in this PDF document. To listen to the file, click the Attachments tab or the Paper Clip icon. Select the Audio File and click Open.

MPEG Layer-3 audio coding technology from Fraunhofer IIS and Thomson.

This digital recording is a copy of a court proceeding and is provided as a convenience to the public. In accordance with 28 U.S.C. § 753 (b) "[n]o transcripts of the proceedings of the court shall be considered as official except those made from the records certified by the reporter or other individual designated to produce the record."

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. Adobe Acrobat may warn you of the dangers of opening attachments. Click **OK** to open the file and your default audio player will pop up and begin playing the audio file.

