



U.S. Department of Justice

United States Trustee
Northern and Eastern
Districts of California and Nevada

Office of the United States Trustee
235 Pine Street, Suite 700
San Francisco, CA 94104
Phone: (415) 705-3333
Fax: (415) 705-3379

341 CASSETTE DUPLICATION PROCEDURE

1. Complete the "CASSETTE DUPLICATION REQUEST FORM" below.
2. Provide us with **blank AUDIO cassette tape (120 minutes)**. **NO EXCEPTIONS.**
3. Provide us also a **self-addressed STAMPED envelope** to send the copied tape directly to you unless other return delivery is noted.
4. Please allow 7 working days for completion and delivery. **There is no fee for service provided.**
5. **No written transcript is provided.**
6. Please call the Office of the U.S. Trustee and ask for Edgar if you have any additional questions at (415) 705-3333.

CASSETTE DUPLICATION REQUEST FORM
(Type or Print)

Name of Requestor: _____

Mailing Address: _____

City/State/Zip: _____ **Telephone (____)** _____

Case Name: _____ **Case No.** _____

Date of Hearing: ____/____/____ **Time:** _____ **Venue (SF or SR)** _____

Bankruptcy Case (please mark): Chapter 7 ____ Chapter 11 ____ Chapter 12 ____ Chapter 13 ____

Last Name of Trustee: _____ **Tape No.:** _____ **(for US Trustee use only)**