

**United States Bankruptcy Court
 District of North Dakota
 Application to be Included on Court Listing of Transcription Service
 Providers**

The United States Bankruptcy Court for the District of North Dakota maintains on its website a list of transcription service providers which identifies entities who have requested to be included on the court listing. To be added to the list an entity ("Applicant") must complete this application. Applicant must also either: (1) be an entity whose transcribers are certified by the American Association of Electronic Reporters and Transcribers (AAERT); or (2) provide proof of provisional approval by the Administrative Office of the United States Courts.

The list of transcription service providers is periodically reviewed by the court to ensure accurate information.

**TRANSCRIPTION SERVICE PROVIDER
 INFORMATION**

* Please type all information requested below.	
Firm Name:	Contact Person:
Address(City, State, Zip Code):	Telephone Number:
Email Address:	Emergency Number:

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).

Is each of the firm's transcribers certified by the AAERT? Y ____ N ____ (If yes, provide copy of certification) (If no, provide proof of provisional approval by the Administrative Office of the United States Courts).

Provide the contact person, telephone number and email address for two references (preferably federal court references).

Contact Person:	Contact Person:
Business/Firm/Court Name:	Business/Firm/Court Name:
Telephone Number:	Telephone Number:
Email Address:	Email Address:

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 (with Title):	
Signature:	Date:

Submit completed form to clerks_office@ndb.uscourts.gov