

# Uploading Transcripts to the Website

## (Transcription Firm Instructions)

### Overview

The United States Bankruptcy Court for the Northern District of Ohio has adopted an expedited electronic transcript transmission process. This document provides instructions on downloading transcription work requests from the court's website, and uploading them to the website upon completion. Electronic notification of awaiting transcription requests will be forwarded to firms via email, and notification will be sent to the court after the firm has downloaded the completed transcript. Payment for transcription jobs must be coordinated by the transcription firm with the requesting party.

### Prerequisites

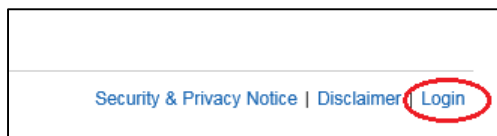
The following prerequisites must occur before transcription requests can be processed.

- The transcriber must have an account on the [OHNB website](#). Contact the court if you do not have a login for the transcription page.
- Firms will be notified of downloaded requests via email. Please ensure there is a valid email address is on file with the court.
- The transcription firm has confirmed its ability to accept electronic jobs. Please email Brenda Heminger at [Brenda\\_Heminger@ohnb.uscourts.gov](mailto:Brenda_Heminger@ohnb.uscourts.gov) to confirm your readiness to accept requests.

### Procedure: Accessing Transcription Requests

Upon notification of an awaiting transcript request, adhere to the following guidelines.

1. Go to the OHNB website, which can be accessed at the following address:  
<https://www.ohnb.uscourts.gov>.
2. Scroll to the bottom of the homepage and click on the **Login** link on the bottom-right corner of the homepage:



3. Enter your username and password, and click the **Log In** button to log in to the website.

4. You will know that you are logged in when there is a black and gray toolbar along the top of the screen.

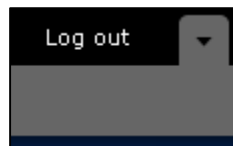


Click on "View Transcription Requests" on the gray toolbar.

5. The "OHNB Transcriptions File Transfer Program" screen will appear. Any cases that you have been assigned to transcribe will appear in the table.

Hearing Date	Case Number(s)	Transcription Audio Files, Lognotes, and the Transcript Order Form	Assigned Transcription Firm	Uploaded Transcription File	Date Updated	Actions
6/17/2015	12-06035	zipfile.zip	LEGAL ELECTRONIC RECORDING			<a href="#">+ Add new transcription PDF.</a>

Click on the ZIP file link under **Transcription Audio Files, Lognotes, and the Transcript Order Form**. This will allow you to save the necessary files to your hard drive and transcribe the hearing. Click on the "Log Out" hyperlink located at the top-right corner of the webpage.



## Procedure: Posting Transcription PDFs to the Website

6. After you have created a PDF of the transcript for the hearing, you are ready to post the completed transcript back on the court's website. Repeat steps 1-4 to log in to the website, and access the OHNB Transcriptions File Transfer Program page again.

7. Locate the case number of the hearing you have transcribed, and click on **Add new transcription PDF** link for that case.

Hearing Date	Case Number(s)	Transcription Audio Files, Lognotes, and the Transcript Order Form	Assigned Transcription Firm	Uploaded Transcription File	Date Updated	Actions
6/17/2015	12-06035	zipfile.zip	LEGAL ELECTRONIC RECORDING			<a href="#">+ Add new transcription PDF.</a>

8. The "Create Transcription PDF" screen will appear.

Home » Add content

### Create Transcription PDF

**Title \***

**Transcription File \***

No file selected.

Files must be less than **100 MB**.  
Allowed file types: **pdf**.

**Related Transcription Request \***

- Select a value - ▾

Select the transcription request that this PDF satisfies. In other words, which of the following cases is this PDF a transcription of?

Complete each of the required fields on the page as follows.

- a. Title**  
Enter the case number and case name of the hearing that has been transcribed. For example: **14-51269 Four Wells**
- b. Transcription File**  
Click the *Browse* button and find the PDF of the completed transcript, then click the *Upload* button.
- c. Related Transcription Request**

**Title \***

**Transcription File \***  
 transcript.pdf (79.84 KB) [Remove](#)

**Related Transcription Request \***  
 ▼

Select the transcript request that this PDF satisfies. In other words, which of the following cases is this PDF a transcription of?

[Save](#) [Preview](#)

Click the *Save* button after you have finished populating the necessary fields.

- A summary of the newly-created entry will be shown as follows.

[Home](#)

 Transcription PDF *Transcription for case #12-06035* has been created.

## Transcription for case #12-06035

[View](#) [Edit](#)

Transcription File:  transcript.pdf  
 Related Transcription Request: 12-06035

If you notice that you have made an error, such as uploading the incorrect PDF, you can click the *Edit* tab and revise the entry.

**Please note:** If an edit needs to be made to an uploaded transcript, please contact the court immediately to ensure that the correct transcript is docketed. If no errors have been made, click on the "View Transcription PDF" link in the gray toolbar area to return to the original transcription page.

- The PDF of the transcript should appear under the "Uploaded Transcription File" column:

Hearing Date ▼	Case Number(s)	Transcription Audio Files, Lognotes, and the Transcript Order Form	Assigned Transcription Firm	Uploaded Transcription File	Date Updated	Actions
6/17/2015	12-06035	zipfile.zip	LEGAL ELECTRONIC RECORDING	transcript.pdf	6/17/2015 16:07:51	<a href="#">Edit</a>   <a href="#">Delete</a>

You can use the "Edit" or "Delete" links if any further changes are needed to the transcript.

- When you are finished, click on the "Log Out" link located at the top-right corner of the webpage.