



IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO  
José V. Toledo Post Office & Courthouse Federal Building  
300 Recinto Sur St, Suite 109  
San Juan, Puerto Rico 00901

---

## Notice to the Bar and the Public

---

### **In Re: Digital Audio Files of Court Proceedings**

Digital Audio Files of Court Proceedings is now available to the public over the internet through the Public Access to Court Electronic Records (PACER) system, for a cost of \$2.40 to download the pdf document with the embedded digital audio file. All hearings will be recorded with the capacity to be converted to an audio hearing at our judges' discretion. Accordingly, the Bar should take note of the following:

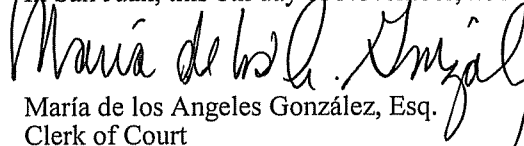
#### Privacy Policy

The judiciary's privacy policy restricts the publication of certain personal data in documents filed with the court. The policy requires limiting the disclosure of Social Security and financial account numbers to the last four digits, using only initials for the names of minor children, and limiting dates of birth to the year. However, if such information is elicited during testimony or other court proceedings, it will become available to the public.

#### Limiting Personal Information

If information subject to the judiciary's privacy policy is stated on the record, it will be available in the audio files over the Internet. Since counsel and the parties are solely responsible for guaranteeing that pleadings and testimony comply with the court's rule requiring the redaction of personal data identifiers, the better practice is to avoid introducing personal data and other sensitive information into the record, unless necessary to prove an element of the case. Also, be advised that clerk's office staff and chambers' staff cannot redact audio files before they are placed on CM/ECF. Please take this into account when questioning witnesses or making other statements in court. If private information is mentioned during a hearing or trial, you may move the court to seal, restrict, or otherwise prohibit placement of the digital audio file of the hearing or trial on the Internet through the PACER system. Additionally, please make sure that private communications with co-counsel or clients take place away from the microphone so they are not inadvertently recorded.

In San Juan, this 8th day of November, 2012.

  
María de los Angeles González, Esq.  
Clerk of Court

## Digital Audio Files of Proceedings Now Available via PACER

Registered PACER users can now request immediate access to digital audio recordings of court proceedings. Users can download a copy of the digital audio file, share it with their clients, and keep it for future reference or use in drafting orders or other pleadings. The cost is \$2.40 per download (the same cost as a 30-page download).

Any presiding judge has the sole discretion to provide PACER access to the digital audio file of a court proceeding. The Court will “tag” certain hearing for audio access without a request. Parties also may request, in open court, to have a proceeding designated as available for PACER access; **filing a motion is not necessary**. The Court typically will deny any request to provide PACER access to audio files of cases heard on large, multi-case dockets (i.e., Preliminary Hearings on Motions for Relief from Stay, Chapter 13 Confirmation hearings, etc...).

### System Requirements:

- 1) A current PACER registration
- 2) Adobe Acrobat or Adobe Reader version 7 or greater
- 3) Windows Media Player (for .mp3 file playback)

### Accessing the Digital Audio File:

- 1) From the PACER home page, select the “Reports” Menu
- 2) While in the “Reports” menu, select “Docket Report” from the “Case Information Reports” subheading.
- 3) Enter the appropriate case number and click “Run Report”.

- 4) Select the docket entry titled "PDF with Attached Audio File..." with the date and time that corresponds with that of the proceeding by clicking on the docket entry number.

The screenshot shows the ECF system interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below this is a 'Logout' button and a 'Calendar Events' section showing '6/4/2012'. The main docket list contains the following entries:

Date	Entry Number	Description
03/23/2012	17	prior the Hearing on Confirmation as per P.R. Local Rule 3015-2(e) (1). <a href="#">13</a> (lopezad) (Entered: 03/23/2012)
03/23/2012		(private) Administrative event - case successfully entered in CHAP for Hearing to be held on 5/31/2012 at 09:00 AM JOSE V TOLEDO FED BLDG & US COURTHOUSE, 300 RECINTO SUR, 3RD FLOOR COURTROOM 3 (LOPEZ, ADA) (Entered: 03/23/2012)
05/31/2012	18	PDF with attached Audio File. Court Date & Time [ 5/31/2012 11:02:14 AM ]. File Size [ 448 KB ]. Run Time [ 00:01:52 ]. (admin). (Entered: 05/31/2012)
		Minutes of Hearing held on 5/31/2012: Hearing on Confirmation is continued to: August 16, 2012 at 9:00 AM. Order: Debtor is to file a proof of claim on behalf of Cooperativa de A/C de Camuy, within a period of seven (7) days (related document(s): CHAP manual Entry 0000 (Entered: 05/31/2012)

- 5) A PDF file with general information on the proceeding (i.e., date, time, length of hearing) will appear on-screen.

Case:11-08988-MCF13 Doc#:18 Filed:05/31/12 Entered:05/31/12 11:02:14 Desc: Main Document Page 1 of 1

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF PUERTO RICO  
PDF FILE WITH AUDIO FILE ATTACHMENT

2011-08988  
JESUS RODRIGUEZ MERCADO and VIONETTE GONZALEZ GARCIA

---

Case Type : bk  
Case Number : 2011-08988  
Case Title : JESUS RODRIGUEZ MERCADO and VIONETTE GONZALEZ GARCIA  
Audio Date/Time : 5/31/2012 11:02:14 AM  
Audio File Name : 3bk2011-08988\_5312012-110214-AM.mp3  
Audio File Size : 448 KB  
Audio Run Time : [00:01:52] (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) "In the 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."

- 6) Click on the “Attachments” tab (Paper clip icon) located on the lower left-hand border of the PDF file. A new section will open displaying the name of the audio file.

Case:11-08988-MCF13 Doc#:18 Filed:05/31/12 Entered:05/31/12 11:02:15 Desc: Main Document Page 1 of 1

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF PUERTO RICO  
PDF FILE WITH AUDIO FILE ATTACHMENT

2011-08988  
JESUS RODRIGUEZ MERCADO and VIONETTE GONZALEZ GARCIA

---

Case Type :	bk
Case Number :	2011-08988
Case Title :	JESUS RODRIGUEZ MERCADO and VIONETTE GONZALEZ GARCIA
Audio Date\Time:	5/31/2012 11:02:14 AM
Audio File Name :	3bk2011-08988_5312012-110214-AM.mp3
Audio File Size :	448 KB
Audio Run Time :	[00:01:52] (hh:mm:ss)

---

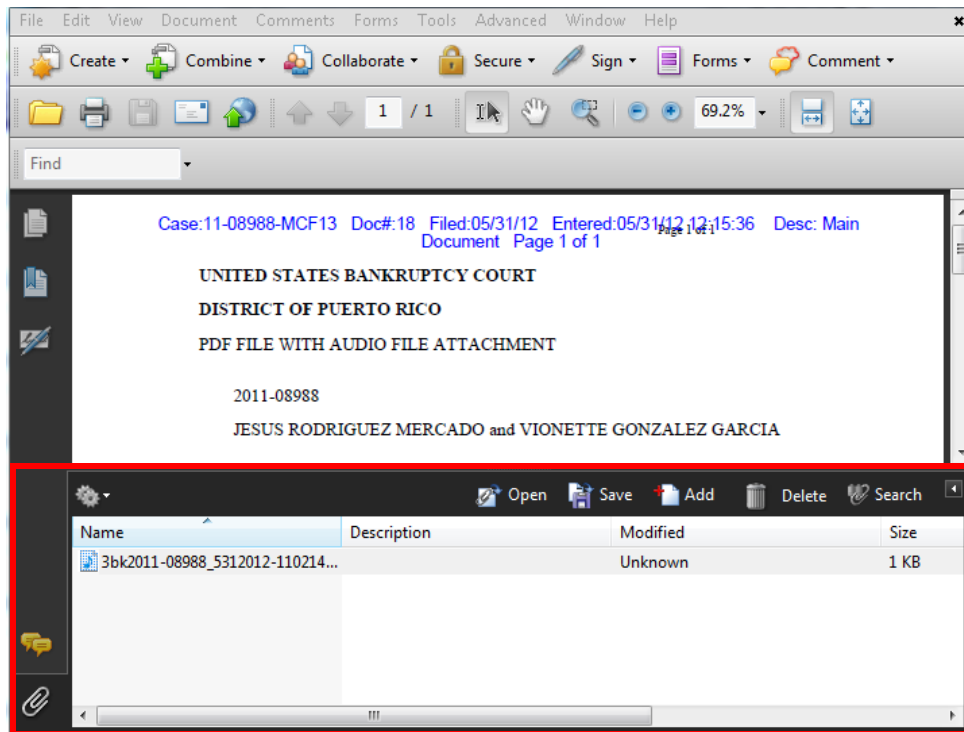
**Help using this file:**

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."

7) Click on the audio file. You will note that the “Open” button becomes clickable.



8) Click the Open button. Your computer will open an instance of Windows Media Player and commence download and audio playback.

9) In case of any difficulty or questions accessing the audio file you may contact our Help Desk at 787-977-6080.