

**CIVIL COURT OF THE CITY OF NEW YORK**

CHIEF CLERK' MEMORANDUM

Subject: Audio Records Office

Class: CCM-165

Category: AD-10

Eff. Date: December 6, 2006

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BACKGROUND

Until now the recordings of testimony or other colloquy in Court Parts have been created by tape recorders using magnetic tapes. These tapes are stored and retrieved by Court Officers. The local Tape Offices, located in each county, process requests for transcriptions and arrange for people to listen to recordings.

The tape recorders are being replaced by "For The Record" (FTR) systems. Each part where testimony is recorded will have a FTR system, which will digitally record and transfer all the recorded material to a central server. This system allows access to recorded material locally and centrally and this recorded matter can be reproduced onto a disc, e-mailed or listened to on any PC. As of October 30, 2006, as the FTR systems are installed, we will be centralizing some of the duties of the local Tape Offices to the centralized Audio Records Office, which will be located in New York County.

DIRECTIVE

There will be a citywide Audio Records Office (ARO) and each county will have a Satellite Audio Records Office (SARO). Recorded material (in the form of an audio file) may be listened to, e-mailed or copied onto a CD. There will be no charge for this service, and the CD will be provided by the court.

The responsibilities assigned to each office are the following:

SARO

- The SARO will assist any persons requesting to hear a recording or to have a transcript of a recording made. The person is to fill out a Request for Audio Record form (CIV-LT-90).

If the applicant only wishes to listen to the recording, a listening session is to be set up in the county.

If the applicant requests to have a transcript of the audio file, the SARO is to provide a list of transcribers. If the person lacks funds to pay for the transcript, the SARO is to also provide a Poor Person's Petition and help the applicant prepare the papers, which includes giving instructions on how to get an estimate of the cost of the transcript.

- After the CIV-LT-90, and Poor Person's Order if applicable, is completed, the SARO is to forward same to the ARO.
- The ARO is to assign a control number to each request received, and notify the SARO of same. Upon receiving the control number from the ARO, the SARO is to log it on the original CIV-LT-90.
- Upon receipt of the transcript from the transcribing service, the SARO is to file the original transcript in the Clerk's Office. If the transcript was the result of a Poor Person's Petition, the SARO is to make two copies of the transcript, notify the applicant when the transcript has arrived, and give him/her the copies. There is to be no charge for this service.
- The SARO is to enter the date the transcript is received onto the CIV-LT-90 and notify the ARO of the receipt of the transcript.

ARO

- The ARO will receive the CIV-LT-90, (and the Poor Person's Petition if applicable) from the SARO by fax or e-mail. When the papers are received, the ARO is to assign a control number and create a file for the case.
- After the file is created, the ARO is to assemble the audio file and arrange for the transfer to the appropriate person as requested. The ARO is to note the method (either e-mail or CD) and date of the transfer onto the copy of the CIV-LT-90.
- All communication with the transcribing company and/or applicant is to be handled by the ARO, including responding to complaints, following-up on requests, mailing CDs, etc.
- Upon notification from the SARO that the transcript has been received, the ARO is to mark the control number closed.

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12/06/2006

Date

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/s/

Jack Baer