

FAMILY COURT OF THE STATE OF NEW YORK  
 COUNTY OF NASSAU  
 1200 Old Country Road  
 Westbury, NY 11590  
 Records Department Fax # (516) 571-9320

NCFC Electronic Recording Transcript Request Form

A list of transcription services are available on the internet at  
<http://www.nycourts.gov/courts/transcripts/index.shtml> .

Transcription Service Selected: \_\_\_\_\_

**Person Requesting Transcript:**

Name	Address	Telephone #
	_____	
	_____	

**Information on Case(s):**

Name of Petitioner	Name of Respondent	Name of Judge/Support Magistrate/Referee
File #	Docket #(s)	Date(s) of Court Proceeding(s)
	_____	_____
	_____	_____

I hereby request a transcript of a court proceeding. I understand that I will be charged for the transcript and the transcription service I have selected will provide me with an estimate of the cost. I understand that I must pay the transcription service before the transcript will be produced.

Sworn to before me this \_\_\_\_\_ \* \_\_\_\_\_  
 day of \_\_\_\_\_, 20\_\_\_\_ Person Ordering Transcript [sign name]

\_\_\_\_\_  
 Notary Public

\*Note: If you are submitting this request by mail or by fax, then it must be notarized.  
 If you are submitting this request in person, notarization is not required, but you must show a government issued photo identification.  
 If you are the attorney of record, only a signature is required.

<b>Court use only</b>	ID checked by: _____ (clerk's initials)	Date: ____ / ____ / ____
Counter Number	CD forwarded by: _____ (clerk's initials)	Date: ____ / ____ / ____
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