

PROCEDURE FOR REQUESTING A TRANSCRIPT OF A DIGITALLY RECORDED PROCEEDING

If you wish to obtain a transcript of a digitally recorded proceeding, you must submit a **written** request and indicate the following:

1. The name of the Petitioner and the Respondent .
2. The date(s) of the Court proceeding.
3. The name of the Judge/Support Magistrate/Court Attorney Referee.
4. The Docket Number(s) of the proceeding.
5. The name, address, and **daytime** phone number of the party requesting the transcript.
6. The name, address, and phone number of the transcription agency that the CD should be forwarded to.

The transcription agency must have FTR software to transcribe the CD. **A list of approved transcription agencies can be found on line at www.nycourts.gov/howdoi/transcripts.shtml**, or the Court will provide a list of approved transcribers upon request. **Cost of the transcript is the responsibility of the requesting party. Questions regarding the cost and deposit involved should be addressed to the transcription agency.**

The audio will be copied onto a CD within seven to ten days and forwarded to the transcription agency. Upon completion, the agency will forward the transcript directly to you. Only a party or their attorney can request a transcript.

If you are requesting a transcript of a **support** or **paternity** proceeding heard by a **Support Magistrate**, you should forward your request to the Erie County Family Court, Support Magistrate's Office, One Niagara Plaza, Buffalo, NY 14202. If you have any questions regarding this procedure, you may contact the Support Magistrate's Office at 845-7465.

If you are requesting a transcript of a proceeding heard by a **Court Attorney Referee**, you should forward your request to the Erie County Family Court, Court Attorney Referee's Office, One Niagara Plaza, Buffalo, NY 14202. If you have any questions regarding this procedure, you may contact the Court Attorney Referee's Office at 845-7450.

If you are requesting a CD for a transcript of a proceeding heard by a **Judge**, you should forward your request to the Erie County Family Court, Record Room, One Niagara Plaza, Buffalo, NY 14202. If you have any questions regarding this procedure, you may contact Sandy McGloin at 845-7416 or 845-7444.