

# Surrogate's Court | Kings County Transcription Request Form

2 Johnson Street, Room 301, Brooklyn, NY 11201  
Email: KINGSURR-FTRTranscripts@nycourts.gov

- **COMPLETE ALL** required sections (A, B, and C).
- **SELECT** an OCA Certified Transcription Company (Section C).
- **SUBMIT** the completed form to the transcription company, **NOT** to the court.

Estate, or Matter of:

File Number:

## SECTION A: RECORDING INFORMATION

To complete this section, Date, Type of Proceeding and Presiding Official

FOR COURT USE ONLY

Date	Time / Meter Indicator		Type of Proceeding	Presiding Official	Media Type	
	Start	End			FTR	Tape
					<input type="checkbox"/>	<input type="checkbox"/> SC# _____
					<input type="checkbox"/>	<input type="checkbox"/> SC# _____
					<input type="checkbox"/>	<input type="checkbox"/> SC# _____

Appearances

*\*All proceedings that have taken place after May 22, 2009 were digitally recorded using a program called, For The Record ("FTR"). All proceedings that occurred prior to this date have been recorded on audio cassette ("SC#").*

## SECTION B: REQUESTING PARTY

Name		E-Mail	Telephone
Address		Apt., or Suite #	
City	State	Zip Code	

I herewith request the below noted transcription company to order and transcribe the above noted media which was recorded in this matter at the Surrogate's Court of the County of Kings as specified.

I herewith further request that an original copy of the same transcription(s) be made and delivered to the Surrogate's Court of the County of Kings, Chief Clerk's Office, Room 301, Brooklyn, NY 11201.

I herein accept all liability for payment and such transactions resultant of this specific request.

Signature

Date

## SECTION C: TRANSCRIPTION COMPANY

OCA Certified Transcription Company List:  
<http://www.nycourts.gov/howdoi/transcripts.shtml>

### Transcription Company Instructions:

- **FORWARD** this form to [kingsurr-FTRtranscripts@nycourts.gov](mailto:kingsurr-FTRtranscripts@nycourts.gov)
- **PROVIDE** a bound, certified transcript to the requesting party and bill accordingly. Also, please provide a second certified copy to the Surrogate's Court ("Official Court Copy of Transcript") at no charge (*The court's address is in section B*).
- **INCLUDE** the name of the company on the cover and/or certification sheet. Be sure to also include, in the certification statement, the court's tape # or the FTR Information.

Company

Contact

Address

Telephone

E-Mail

FOR COURT USE ONLY

Audio Transmitted:

- OneDrive  Mail  Other

Transcript Received:

ADBM