
REQUESTS FOR TRANSCRIPTS

Transcripts, often referred to as “minutes,” are the written version of the words or “testimony” spoken in a courtroom during a hearing or trial. All testimony is recorded by either a Court Reporter or an Electronic Recording Device. The procedure for requesting transcripts is different, depending on how the proceeding was recorded. If you do not know how your case was recorded, please contact the Family Court in the county where the proceeding was held.

To obtain any transcript, you *must* be a party to the action, or an attorney of record.

TRANSCRIPTS OF PROCEEDINGS RECORDED ELECTRONICALLY

To have a transcript produced from an electronically recorded proceeding, you will need to contact a transcription service.

The Transcription Service will be able to provide information regarding:

1. Rates per page
2. Method of payment
3. Time frame for completion of your order
4. If a “rush” or expedited service is available and how much additional the fee will be

Please note that these service providers are not employed as transcribers by the Unified Court System; they are independent contractors and establish their own rates. The link below contains lists of the transcription provider services. The lists are provided for your convenience and do not constitute a recommendation.

www.nvcourts.gov/LegacyPDFS/howdoi/vendor-list.pdf

Choose a transcription provider and complete and submit the **REQUEST FOR TRANSCRIPT FORM** (To the court.) Once you have submitted the form, the transcription company you selected will contact you. See below for how to submit the Request for Transcript form.

TRANSCRIPTS OF PROCEEDINGS RECORDED BY A COURT REPORTER

If your case was recorded by a Court Reporter, complete and submit the **REQUEST FOR TRANSCRIPT FORM**. Once submitted, the Office of Court Reporters will contact you.

REQUEST FOR TRANSCRIPT FORMS CAN BE SUBMITTED BY:

1. Email or mail the Kings County Surrogate's Court.

Email and mailing addresses are provided below:

KingSurr-FTRTranscripts@nycourts.gov

Kings County Surrogate's Court

Attention: Transcript Services

2 Johnson Street

Brooklyn, NY 11201