



October 20, 2020

## **New York City Family Court Guidelines for Requesting:**

- I. So-Ordered Subpoenas**
- II. Transcripts**
- III. Record Room Documents**

### **I. SO-ORDERED SUBPOENAS:**

#### **For Attorneys**

Requests for so-ordered subpoenas must be submitted to [EDDS FAMILY COURT](#) . Select the drop-down option “subpoenas” in EDDS. The subpoena will be routed to the assigned jurist. The court will notify the applicant by email as to whether the request is granted or denied.

Counsel should submit the subpoena in pdf form. Do not send locked or password protected documents.

Unless instructed otherwise by the court, a subpoena duces tecum submitted for signature should require the records to be returnable to the attorney proffering the subpoena. Wherever possible, subpoenas should require records to be produced digitally.

A subpoena for protected or otherwise confidential material accompanied by a request for in-camera inspection of the material should require the records to be in hard copy form and unredacted, and should be returnable to the courthouse.

Where the subpoena orders records to be made returnable to the applying counsel, counsel must keep the original received set of records safe and unmodified.

For records subject to an *in-camera* inspection, upon completion of such inspection, the jurist will notify counsel if the records will be made available for retrieval. To retrieve records, counsel should schedule a pick-up appointment in accordance with local record room procedures. A photo ID will be required to sign out records.

**Nothing in these guidelines should be construed as relieving counsel and/or parties from complying with any and all applicable legal requirements contained in the CPLR, Family Court Act, Social Services Law, other statutory or decisional law, or rule.**

### **For Non-Attorneys**

For information about how to submit a request for a so-ordered subpoena, unrepresented litigants should contact the record room in the county in which the case is pending, using the appropriate telephone number or email address, below.

Bronx County Family Court:

718-618-2098 or [BronxFamilyCourt@nycourts.gov](mailto:BronxFamilyCourt@nycourts.gov)

Kings County Family Court (Brooklyn):

347-401-9619 or [KingsFamilyCourt@nycourts.gov](mailto:KingsFamilyCourt@nycourts.gov)

New York County Family Court (Manhattan):

646-386-5223 or [ManhattanFamilyCourt@nycourts.gov](mailto:ManhattanFamilyCourt@nycourts.gov)

Queens County Family Court:

718-298-0197 or [QueensFamilyCourt@nycourts.gov](mailto:QueensFamilyCourt@nycourts.gov)

Richmond County Family Court (Staten Island):

718-675-8800 or [RichmondFamilyCourt@nycourts.gov](mailto:RichmondFamilyCourt@nycourts.gov)

Alternatively, unrepresented litigants may submit a request through the Electronic Document Delivery System (“EDDS”). Use the following link to begin the process of submitting through EDDS: [EDDS FAMILY COURT](#)

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## **II. 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 a transcript of proceedings in a case, you *must* be a party to the action or an attorney currently retained or assigned on the case or on an appeal of the case and you must present photo identification.**

### **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. Availability of “rush” or expedited service and the additional cost for it.

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

[www.nycourts.gov/LegacyPDFS/howdoi/vendor-list.pdf](http://www.nycourts.gov/LegacyPDFS/howdoi/vendor-list.pdf)

Choose a transcription service and complete and submit the [REQUEST FOR TRANSCRIPT FORM](#) to the court. Once you have submitted the form, the transcription service you selected will contact you. See the instructions for submitting the Request for Transcript form, below.

### **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.

### **TO SUBMIT A REQUEST FOR TRANSCRIPT FORM, EITHER:**

1. Email or mail the completed form to the NYC Family Court in the county in which the case was heard. Email and mailing addresses are provided in the following link:  
<http://ww2.nycourts.gov/COURTS/nyc/family/infobycounty.shtml>

**OR**

Upload the Request for Transcript form to the Electronic Document Delivery System (EDDS.) See the following link: [EDDS FAMILY COURT](#)

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## **III. RECORD ROOM DOCUMENTS**

### **For Attorneys**

The Unified Court System's Universal Case Management System for Family Court (UCMS) is now integrated with secure email services provided by Microsoft. This service is free for you to participate in. It utilizes a variety of industry standard encryption technologies to provide protection for emails while they are transferred to and from the sender and receiver and while they are waiting to be retrieved.

To receive documents securely via email, you will need to use a Microsoft account. Microsoft accounts are free and you may already have one, especially if you use Windows 8 or Windows 10.

If you'd like to know more about this service, please see:

<https://products.office.com/en-us/exchange/office-365-message-encryption>

## **Register for a Microsoft account**

**Step 1:** Sign up for a Microsoft account by going to <https://signup.live.com> .

**Step 2:** As you fill out the information to register, for your username enter your email address that you will use to receive the secure Family Court documents.

**Step 3:** When you are done filling out your information click on CREATE ACCOUNT.

**Step 4:** You will be brought to a web page where you can verify your information.

At the top of this page you will see a button labeled “verify your email address.” After you click on this button, you will receive an email from Microsoft. Once you open this email and click on “verify email address” you will be ready to receive secure emails from the courts via UCMS.

**After registering with Microsoft**, complete the court registration form [Click Here for Registration Form](#) and e-mail it to [NYFCSecureEmailReg@nycourts.gov](mailto:NYFCSecureEmailReg@nycourts.gov) . This will alert the court to your registration with Microsoft and provide the court with the email address to which your documents will be sent. (If you have difficulty with this process, you can email the same address for assistance.) Please note that if you register an email address with the court that is different from the one you already have on file with the court, future communications from the court, including notices to appear, may be sent to the email address you now submit for record retrieval purposes.

**To request documents**, simply email the specific Family Court from which you are requesting documents. Use the email address listed above under “for non-attorneys.” In the subject line of your email, write “Record Room Request.” In the body of your request, include your name, the docket number(s), the names of the parties, the name and date of birth of your client, and the documents requested. If you have not filed a notice of appearance in the case, attach a copy of an authorization letter from the client or the first page of a retainer agreement in order to receive your requested documents.

The actual order or document requested will not be transmitted via email. Rather, the court will send an email with a secure link to the document which you can access following the instructions in the email.

## **For Non-Attorneys**

Parties may obtain copies of Family Court documents by submitting a request by U.S. Mail, email, or telephone to the Family Court in the county in which the case was or is being heard. Contact information for each of the five New York City Family Courts is as follows:

Bronx Family Court  
900 Sheridan Avenue  
Bronx, NY 10451  
[bronxfamilycourt@nycourts.gov](mailto:bronxfamilycourt@nycourts.gov)  
718-618-2098

Kings Family Court  
330 Jay Street  
Brooklyn, NY 11201  
[kingsfamilycourt@nycourts.gov](mailto:kingsfamilycourt@nycourts.gov)  
347-401-9610

Manhattan Family Court  
60 Lafayette Street  
New York, NY 10013  
[manhattanfamilycourt@nycourts.gov](mailto:manhattanfamilycourt@nycourts.gov)  
646-386-5223

Queens Family Court  
151-20 Jamaica Ave  
Jamaica, NY 11432  
[queensfamilycourt@nycourts.gov](mailto:queensfamilycourt@nycourts.gov)  
718-298-0197

Richmond Family Court  
100 Richmond Terrace  
Staten Island, NY 10301  
[richmondfamilycourt@nycourts.gov](mailto:richmondfamilycourt@nycourts.gov)  
718-675-8800

Your request should state your name, date of birth, telephone number, the docket number of your case, and the specific documents you would like copies of. When the court receives your request, a court employee will contact you to make an appointment for you to obtain the copies. The court will require you to show photo ID verifying your identity. No documents will be released to any person without proper identification. **Appointments for pick-up will be scheduled only on Tuesdays and Thursdays between 9:30 AM and 3:30 PM.**