
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 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. 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.nycourts.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 NYC Family Court in the County in which the case was heard. Email and mailing addresses are provided in the link below:

<http://ww2.nycourts.gov/COURTS/nyc/family/infobycounty.shtml>

OR UPLOAD THE REQUEST FOR TRANSCRIPT FORM TO:

2. Electronic Document Delivery Storage (EDDS.) See link below:

<https://iappscontent.courts.state.ny.us/NYSCEF/live/edds/eddsNotice.pdf>

**Family Court of the State of New York
City of New York**

Please provide the following information

County of: _____

Petitioner

V

Respondent

Docket Number

REQUEST for TRANSCRIPT - Electronic Recording

(see attached instructions for completing and
mailing this form to the appropriate Family
Court.)

Judge/Support Magistrate/Referee: _____

Court Part: _____ **Date(s) of hearing(s):** _____

Your name: _____

Address: _____

Telephone number: _____

E-mail : _____

I request a transcript of the above hearing. I understand that I will be charged for the transcript. I have reviewed the list of authorized transcription services and select the following service.

Name of service

Signature

Today's date: _____

To be completed by Court

Counter no. /time stamp of proceeding: _____

Date completed by Court: _____

Signature: _____ Date: _____
Agent of transcription service