

Instructions for NCFC Electronic Recording Transcript Request Form

Forms must be completed with black ink only, and printed legibly.

If your case was recorded by an electronic recording device, and you require a transcript of the minutes of the proceeding(s), you will need to:

- Select a transcription service,
- Fill out and submit **NCFC Electronic Recording Transcript Request Form** to the Nassau County Family Court.

The Nassau County Family Court will process your request and forward it to the transcription service provider you designate on the form. You will need to arrange payment for the transcript directly with the transcription service.

A list of companies who provide transcription services can be viewed in Room 108 of the Nassau County Family Court (see address below) and on the internet at:

<https://www.nycourts.gov/LegacyPDFS/howdoi/vendor-list.pdf>.

These companies are not employed as transcribers by the Unified Court System; they are independent contractors, and establish their own rates. Service providers on this list have agreed to have their transcripts subject to random auditing by the court system and to follow the standard transcript specifications set forth in the Rules of the Chief Administrator of the Courts. The list is provided for your convenience, and does not constitute a recommendation.

Form instructions:

- Print the name of the transcription service you want to use,
- Print your name, address, and telephone number in the space provided,
- Print the name of the petitioner, the respondent, and the judge/support magistrate/referee who presided over the court proceeding(s).
- Print the file number, docket number(s), and date(s) of the court proceeding(s) for which the recordings are to be transcribed.

You must be an attorney of record or a party to the proceeding in order to obtain minutes of any family court proceeding.

You may submit this request form either in person, or by mail or fax.

If you are submitting in person, notarization of form is not required; however, you must show government issued photo identification upon submission.

If you are submitting by mail or fax, the form must be notarized- do not sign the form until you are in the presence of a notary:

mail to: Nassau County Family Court
1200 Old Country Road
Westbury, NY 11590
Attn: Records Department, Room B-8

or fax to: Fax Number: (516) 493-4039
Attn: Records Department, Room B-8

If you are the attorney of record, only a signature is required.

FAMILY COURT OF THE STATE OF NEW YORK
 COUNTY OF NASSAU
 1200 Old Country Road
 Westbury, NY 11590
 Records Department Fax # (516) 493-4039

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A list of transcription services are available on the internet at
<https://www.nycourts.gov/LegacyPDFS/howdoi/vendor-list.pdf>.

Transcription Service Selected: _____

Person Requesting Transcript:

Name	Address	Telephone #
	_____ _____	

Information on Case(s):

Name of Petitioner	Name of Respondent	Name of Judge/Support Magistrate/Referee
File #	Docket #(s)	Date(s) of Court Proceeding(s)
	_____ _____	_____ _____

I hereby request a transcript of a court proceeding. I understand that I will be charged for the transcript and the transcription service I have selected will provide me with an estimate of the cost. I understand that I must pay the transcription service before the transcript will be produced.

Sworn to before me this _____ * _____
 day of _____, 20 _____ Person Ordering Transcript [sign name]
 Notary Public

*Note: If you are submitting this request by mail or by fax, then it must be notarized.
 If you are submitting this request in person, notarization is not required, but you must show a government issued photo identification.
 If you are the attorney of record, only a signature is required.

<u>Court use only</u>	ID checked by: _____ (clerk's initials)	Date: / /
Counter Number	CD forwarded by: _____ (clerk's initials)	Date: / /

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