

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

NCFC Court Reporter Transcript Request Form

Name of Court Reporter: \_\_\_\_\_

**Person Requesting Transcript:**

Name	Address	Telephone # and e-mail address
	_____ _____	

**Information on Case(s):**

Name of Petitioner	Name of Respondent	Name of Judge
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 court reporter will contact me and will provide me with an estimate of the cost. I understand that I must pay the court reporter 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.

***Court use only*** ID checked by: \_\_\_\_\_(clerk's initials) Date: - -