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 _____ *   Person Ordering Transcript [sign name]
day of _____ , 20 ___

_____
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: ___ – ___ – ___